

EMERGENCY PREPAREDNESS OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for facilitating emergency planning, preparedness and response in a town. Incumbent acts as liaison between a variety of local government agencies and departments to coordinate and ensure smooth operation of the town's emergency-related infrastructure and services. Responsibilities include overseeing emergency-related programs such as 9-1-1 accessibility, maintaining emergency preparedness, response and notification plans, and planning/implementing emergency public services such as shelters, evacuations, distributions. Duties also include responsibility for performing fire inspections and overseeing alarm permits, as well as parking enforcement throughout the town and at town-owned facilities. Work is performed under general supervision of the Building Inspector, with leeway allowed for independent judgment in implementing established policies and procedures. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works with various town departments (zoning, planning, building etc.) to ensure ongoing maintenance of and adherence to address and mapping plans consistent with 9-1-1 emergency accessibility needs;

Participates in coordination of mutual public service, fire and emergency programs among various departments and agencies in the county;

Participates in town emergency response and emergency preparedness planning;

Maintains and updates town emergency preparedness plans, including response, notification, emergency evacuation, etc.;

Participates in exercises, drills, and training to enhance the town's preparedness and response;

Responds to emergencies and incidents that affect or may affect the town and/or community and provides leadership for implementation of emergency plans and responses, as needed;

Seeks out and investigates reports of unsafe situations regarding the town's emergency preparedness, and takes corrective action as needed;

Performs inspections of new and existing buildings, structures and properties to ascertain compliance with the provisions of the New York State Uniform Fire Prevention and Building Code, as well as all other applicable laws, regulations and codes;

Reviews blueprints and plans relating to sprinkler systems and other fire prevention and building safety features to monitor and ensure compliance with applicable laws, regulations and codes;

Investigates complaints and assists in prosecuting violators;

Maintains records and prepares reports of inspection activities, as required;
Oversees town fire alarm program, including issuance of permits and maintenance of program records;
Oversees and participates in town parking enforcement program, including enforcing parking meter and other standing traffic violations, and issuance of ticket on all such violations;
Establishes and/or implements or oversees parking enforcement program procedures including security, repair and maintenance of parking meters and parking facilities;
Performs related work as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the provisions of the New York State Uniform Fire Prevention and Building Code; good knowledge of applicable state and local building and zoning codes and ordinances; good knowledge of the geography and subdivisions of the town; good knowledge of location of private and public parking facilities; familiarity with the rules, regulations, aims and purposes of state and local emergency and fire mobilization and mutual aid plans and services; ability to assist with the planning, supervision and coordination of complex operations; ability to understand and implement emergency and mutual aid plans; ability to establish and maintain cooperative and effective working relationships with other public officials and with the general public; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to communicate effectively, both orally and in writing; tact and courtesy.

MINIMUM QUALIFICATIONS:

Six (6) years of experience in emergency preparedness as a first responder or emergency response planner, two (2) of which must have been in a position of responsibility or authority in an emergency response organization.

SPECIAL REQUIREMENT:

Must be certified as a Code Enforcement Official by the New York State Division of Code Enforcement & Administration.

CODE ENFORCEMENT CERTIFICATION NOTE: Any code enforcement personnel who perform inspections and are charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required, within one year of initial appointment, to complete prescribed code enforcement training courses as set forth in Title 19 (NYCRR) of the State of New York Department of State Codes, Rules and Regulations, Part 434 - "Minimum Standards for Code Enforcement Personnel."