

CITY OF GLENDORA
EMERGENCY SERVICES/TRAINING SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the limited supervision of the Operations Division Captain, develops and maintains a City program for emergency disaster services preparedness and response covering hazards analysis, mitigation, planning, preparation, response and recovery; coordinates safety and risk awareness training programs for Police Department employees; in time of an "emergency" serves as a member of the City's Disaster Response Team; supervises the development and implementation of community relations and school safety programs and events; supervises and coordinates volunteer groups and services; performs related duties as assigned. This is a non-sworn general service position.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Develops and maintains program objectives; coordinates and participates in the preparation of progress reports and other material required for assistance from other agencies in emergency management activities; develops, coordinates and reviews comprehensive City emergency and disaster preparedness plans; coordinates and implements emergency programs for the community. (a b c d h k n o)
2. Provides necessary public information and assistance on emergency response preparedness and other related emergency matters to public agencies, businesses, schools, the general public, and other groups; manages and oversees reporting procedures for damage assessment and resource requests in the event of a disaster or emergency. (a b c d e f l j k l m n o).
3. Develops and coordinates training activities related to disaster preparedness programs for all City personnel; ensures readiness of response facilities, supplies, and equipment for disaster and hazardous materials incidents; prepares the City's Emergency Operations Center for use; attends and participates in inter-governmental committees and meetings on disaster preparedness and emergency management. (a c d e f g h i j k l m n o)
4. Meets with local government officials to urge and secure cooperation in emergency operations; meets with County, State and Federal emergency management personnel; applies for applicable State and Federal funding assistance; assists in

preparing and administering the annual operating budget for the program. (a b c d f g h l m)

5. Develops City-wide response protocols to coordinate mitigation efforts designed to eliminate or reduce the impact of actual or potential hazards and disasters; reviews, interprets, and enforces laws, regulations, and directives pertaining to disaster response and mitigation; recruits and trains volunteers to assist with emergency preparedness program. (All)
6. Tests emergency plans regularly in conjunction with the appropriate City, County, State, and Federal officials; predicts the outcome of such tests, modifies or amends plans as necessary; revises and updates Emergency Manual as necessary to maintain compliance with State and Federal SEMS mandates and requirements. (All)
7. Develops Disaster Preparedness plans for the City; establishes policies and procedures for emergency action by the Police Department; assists other Departments in preparing procedures and plans for a coordinated City-wide incident response; assists in developing and conducting necessary training programs in emergency management for Police, City Departments and others within the City; researches, writes and implements other training programs for the Police Department as requested. (a b j k n o p)
8. Develops and coordinates Illness and Injury Prevention Program that addresses employee safety training, workplace inspections, regular work unit safety meetings; reviews and interprets legislation, and implements policies and procedures pertaining to employee safety to ensure City compliance with State and Federal regulations. (a b c d f g h i j k l m n o)
9. Acts as Police Department safety liaison/coordinator in serving on City-wide Illness and Injury Prevention Program's review committee. (a b c d e f g h j l m n)
10. Coordinates law enforcement and other employee training within the Police Department; ensures compliance with the mandates of the Commission on Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC); prepares reports, procedures, legislative analysis and bulletins related to training; maintains the training video library. (a b g h j m n)
11. Identifies training needs and develops/identifies appropriate continuous training programs; develops law enforcement "roll call" training programs and related testing to ensure effectiveness. (a b e g h j n)
12. Maintains computerized training records and ensures that employees receive required training; requests available financial reimbursement; makes travel arrangements related to emergency preparedness and law enforcement training. (a b g h j n)

13. Supervises assigned personnel in the development and implementation of community relations and school safety programs for the police department. (a b c e g h k m n)
14. Supervises and coordinates volunteer groups in the police department. Prepares training and schedules for volunteer personnel to assist the police department in enforcement and community service activities. (a b c e g h k m n)
15. Advises subordinate personnel on job-related matters; evaluates performance and provides assistance in improving skills and abilities; resolves conflicts or problematic situations arising out of assignments; creates positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies (a b d e g j k m)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports and/or applications on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, other City Departments and employees, and all public officials.
- d. Plan, direct, and coordinate emergency preparedness programs.
- e. Provide training using a variety of methods and media.
- f. Represent the City in a variety of intra and inter-governmental and community meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated budget.
- i. Respond to emergency and problem situations in a calm and effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and solve them through application of management principles and practices.
- l. Make effective public presentations.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan, organize, and coordinate programs of interrelated activities.

- o. Analyze emergency management, law enforcement, and State and Federal safety programs, problems and needs, and make appropriate recommendations.
- p. Safely operate vehicles.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in business, management, or related field, including completion of training courses in emergency preparedness planning, plus two years of emergency management experience that includes responsibility for program planning, training and supervision. Experience in a law enforcement agency is desirable.

Knowledge and Skill Levels

Working knowledge of objectives, policies, project planning, and regulations pertaining to emergency management programs and community disaster situations; State and Federal workplace safety regulations; principles and practices of public administration; effective office management and supervisory methods.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Certification as Emergency Program Manager by the Federal Emergency Management Agency (FEMA) is desirable.

Certification as Professional Development Series Graduate by the Federal Emergency Management Agency (FEMA) is desirable.

Instructor certification by Peace Officer Standards and Training (POST) is desirable.

Amateur Radio Certificate issued by the Federal Communications Commission (FCC) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting, subject to noise from office equipment operation, frequent interruptions, varying working hours, including evenings, weekends, and holidays, and travel from site to site, with possible exposure to inclement weather conditions, hostile environments, noise, various types of surfaces, including slippery or uneven surfaces and rough terrain, and potentially hazardous chemicals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006