

**POSITION AVAILABLE
GRANITE COUNTY DISASTER AND EMERGENCY SERVICES (DES)
COORDINATOR/SAFETY COORDINATOR**

DES Coordinator: This is a highly responsible management, administrative, and supervisory part-time permanent position (combined with the Safety Coordinator position) involving the planning, direction and supervision of the operations and activities of the Disaster and Emergency Services Program. The work is performed under the general direction and supervision of the County Commissioners and in cooperation with Montana Disaster and Emergency Services Officials but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this position establish and maintain close cooperative working relationships with the Board of County Commissioners, local emergency management personnel, emergency responders, law enforcement and the general public.

Safety Coordinator: This is a highly responsible administrative part-time permanent position (in combination with the DES Coordinator position) which administers the county's safety program. Duties include providing a safe workplace for all county employees, writing and updating safety policies, investigating accidents and holding regular Safety Committee meetings. Establishing and maintaining a close cooperative working relationship with elected officials and all county employees is essential to the position.

Starting wage is \$14.97 per hour. A copy of the position descriptions and county application forms are available at the Granite County Clerk and Recorder's Office at the courthouse and on the county's website at www.co.granite.mt.us. Applications are due by 5:00 p.m. on Monday, November 21, 2016 and should be submitted to the Board of County Commissioners, Granite County Courthouse, P. O. Box 925, Philipsburg, MT 59858. For further information contact Commission Executive Assistant Mike Kahoe at telephone 859-7023 or by email at mike@co.granite.mt.us.

Publish in Philipsburg Mail newspaper November 10 and 17, 2016.

Granite County Job Description

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Disaster and Emergency Services Coordinator **FLSA Status:** Non-Exempt Exempt

Department: Disaster and Emergency Services **Reports to:** Granite County Commissioners

Work Unit Overview: The Disaster and Emergency Services (DES) Coordinator oversees and coordinates the County's response agencies and departments in preparation for coping with emergencies or disasters in coordination with other local, state, and federal authorities. The DES Coordinator manages plans and programs directed at disaster preparedness and coordination of response and recovery. The mission of DES is to save lives, reduce property damage, and protect the environment through mitigation, safety, accident prevention, loss control, plan formulation and training through exercises to contend with emergencies and human-caused disasters.

Job Summary: The Disaster and Emergency Services Coordinator is responsible for planning, analyzing, and implementing disaster emergency plans and policies governing Granite County's Disaster and Emergency Services operations in compliance with regulation standards. This includes response operations, relief, rescue and recovery, mitigation and preparedness programs, and disaster preparedness and training exercises. This position coordinates inter-jurisdictional emergency and disaster preparedness activities and represents Granite County with the media and at meetings with other county, state, federal, and regional representatives.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Research, develop, and maintain disaster emergency plans to ensure Granite County is prepared to react effectively to any type of emergency or disaster; whether caused by war, natural, or human caused actions to ensure the continuity of government and the survival of the populace, to reduce human suffering, protect the environment, and reduce property damage. The chain of command for local authorities, the responsibilities of local agencies, and evacuation plans are some of the items to be included in the plan per statutory requirements.

- Develop goals and objectives of the member agencies to establish and maintain a current local Emergency Operations Plan which includes reviewing, updating and distributing the plan to emergency responders.
- Plan, design, execute and evaluate emergency response exercises and training to ensure the county achieves overall training goals. This includes training local groups in the preparation of long-term plans that are in accordance with regulations governing federal and state plans and participating in training events or exercises in a teaching or consulting position. Coordinate with county safety program in accordance with OSHA Guidelines.
- Respond to requests from public safety officials in the jurisdiction relative to incidents and disasters. Consult with the chief elected officials regarding Declarations of Emergency or Disaster as necessary to support incident management. Alert appropriate state and federal agencies of actual emergencies or disasters and coordinate the response operations of local government and support agencies. Develop a public information process for the media and the public.
- Coordinate and manage operations through the Emergency Operations Center to ensure the center is organized for maximum effectiveness and supports the objectives of incident management response and initiates a recovery process with chief elected officials during declared emergencies or disaster incidents.
- Conduct exercises based on the assessment of what could become an actual disaster in the jurisdiction. Work with public safety to organize, train, and maintain county-wide Incident Command Management Teams (IMT).
- Coordinate mutual aid responses and requests; assist in the overall management of emergency response and recovery operations through the emergency operations center; and work cooperatively with other agencies and jurisdictions when County services are need elsewhere.
- Research and disseminate useful information to the public via the development of a coordinated effort to mitigate the effects of a potential disaster by proactively empowering the public to be prepared to contend with disasters. Prepare information sheets and brochures. Advise schools, citizens, and industry groups in preparing for and recovery from emergencies and disasters with a focus on establishing alternative means of providing water, power, communications, food and shelter in the event of a disaster.
- Make recommendations regarding mitigation strategies, utilization of emergency response personnel, and managing equipment and supplies effectively during emergencies. Maintain and update resource/emergency response manuals, checklists, reports, etc.
- Provide grant and contract planning and administration services to facilitate local jurisdiction administration of grant programs with the county's authority within established grants management policies and procedures. Seek out and manage local, state, and federal grants for emergency services. Provide information and technical assistance to grantees and other grant program constituents to ensure financial and programmatic compliance with grant funding requirements.
- Act as liaison to local, state, and federal governments during planning, response, and recovery phases of natural, technological, and national security disasters and emergencies by seeking out

and participating in group and individual conversations, visits, and conferences and by sharing knowledge and techniques.

- Prepare the County DES budget, assist in budget implementation; participate in the forecast of funds needed for equipment, materials, staffing and supplies; and administer the approved budget.

Non-Essential Functions:

- Attend workshops, seminars, emergency-related conferences and industry specific meetings such as hazardous materials handling or pipeline disasters to keep updated on emergency response contingencies and specific potential threats identified within the County.
- Coordinate community informational events, disaster response programs and other activities to facilitate community relationships, transparency and to educate the public on how to effectively react to emergencies/disasters and reduce the potentialities of human caused catastrophes.
- Perform other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking sometimes on steep, rough terrain.
- Use hands to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.
- Occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.
- Required to carry a cell phone and is subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel to emergency scenes, meetings or public events in order to complete office assignments.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting, and yelling.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*
The position may supervise other county staff and contractors as needed.

Knowledge, Skills, and Abilities:

Knowledge of the principles, practices, and procedures of emergency management; program planning and administration principles and processes; governmental structures and resources; the background and objectives of federal, state, and local emergency management programs; and grant administration processes and requirements. Knowledge of emergency management techniques in areas such as flood protection, firefighting, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents, SEMS/ICS model for emergency program development, EOC operation, implementation and monitoring techniques. The position must develop and maintain knowledge of relevant programs and funding which includes understanding grant writing, grant management, and the financial tracking and reporting grants require.

Skill in the use of desktop software including word processing, spreadsheets, database, and presentation applications. Skill in interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations. Skill in conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.

Ability to communicate effectively verbally and in writing; to establish and maintain effective working relationships with others; to act quickly in gathering and analyzing data assessing needs, relevancy, issues, and problems and make accurate judgments and draw conclusion; to learn, understand, interpret, and apply federal and state statutes, regulations, and procedures related to grant administration and emergency management with the ability to analyze information from complex situations and determine the best action to be taken.

Education and Experience:

The job requires education and experience equivalent to two (2) years in a safety management or a related field. Equivalencies include an associate's degree with coursework in public administration, business administration, safety, or risk management. Excellent people skills are essential.

Granite County Job Description

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Safety Coordinator
Department: Safety Management

FLSA Status: Non-Exempt Exempt
Reports to: County Commissioners

Work Unit Overview: The Safety Coordinator is responsible for the administration and maintenance of Granite County's safety program, ensures regulatory compliance, and investigates accidents. The mission of the Safety Coordinator is to ensure a safe work environment and protect employees and the general public in the most cost-effective and efficient manner.

Job Summary: The Safety Coordinator supervises and manages safety operations and functions for the County according to departmental policies and applicable rules and laws to promote safe workplaces. Duties include administering and maintaining Granite County's Safety Program; providing safety services; ensuring regulatory compliance by inspecting county property, investigating accidents, and ensuring safe environmental conditions. Duties also include analyzing, developing, and recommending new and improved safety initiatives, procedures, and programs to promote awareness of workplace health and safety throughout the County.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan, coordinate, and manage the operations of the Granite County Safety Program, including loss control efforts; and the other roles the department serves with efficiency and in accordance with policies, rules and laws.
- Survey Granite County's facilities, programs, and operations to determine and eliminate hazards.
- Conduct Granite County Safety Committee meetings; conduct formalized inspections of job sites, building facilities, equipment and vehicles, and other assigned areas for compliance with safety laws, rules, regulations, and industry-related standards. Make recommendations to correct unsafe conditions. Test courthouse panic alarm system at least monthly and document testing results.

- Oversee, direct, and perform safety and accident investigations, accident prevention, and safety programs for Granite County. Maintain liaison with Granite County departments and provide consultation on safety improvements.
- Prepare the budget for the Safety Coordinator Department, manage the budget to ensure that expenditures are properly controlled in order to conform to approved funding levels, and maintain proper accounting procedures and records administration for all budget-related matters. Conduct Granite County Safety Committee meetings and disperse information to appropriate departments and elected officials managing Granite County.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to conducting Granite County Safety Committee meetings; and attending appropriate meetings and conferences, and participating in training.
- Attend conferences, workshops, and training to gather information and receive instruction on new trends in safety management and to coordinate efforts with external partners.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The job involves sitting for extended periods of time, walking, bending, stooping, and lifting books and files.
- Work may include extended periods of time viewing a computer monitor and operating a keyboard.
- Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, and step on and off machinery, etc.
- Must occasionally lift up to 15 pounds.
- Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc.
- Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*
This position will supervise any staff allocated to the Safety Management Department.

Knowledge, Skills, and Abilities:

The job requires knowledge of principles and practices of safety management; communication skills and techniques for data collection and the preparation of written or oral reports.

The job requires skill in evaluating the county's safety program and establishing effective working relationships with elected officials, employees and the general public.

The job requires the ability to interact with personnel at all organizational levels and on occasion function in stressful situations; act as a liaison to advise and/or resolve differences between departments, the County and/or outside agencies; initiate, plan, and complete work assignments with a minimum of direction and control so that objectives, procedures and policies are accomplished in an efficient and economical way.

Education and Experience:

The job requires education and experience equivalent to two (2) years in safety management or a related field. Equivalencies include an associate's degree with coursework in public administration, business administration, safety, or risk management.