



## **Rutherford County, Tennessee • Emergency Management Planner/Trainer**

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Assists in directing resource management activities, including equipment, staffing, funding, or other resources; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.

Plans, directs, coordinates, and evaluates drills/exercises to test and evaluate emergency preparedness and response to various emergency situations.

Researches the development of training programs to educate the public as well as other county agencies. Prepares, directs, and conducts training classes for staff members, volunteers, or other individuals concerning specific areas of emergency management, hazardous materials, and homeland security.

Organizes, develops, or obtains, training procedure manuals, guides and course materials. Presents information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.

Designs and administers emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.

Evaluates training materials, monitors, and records training activities and program effectiveness.

Coordinates and communicates with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for liaison and interpretation of emergency management responses and communication; advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information, and coordination work activities.

Provides education and information to the general public regarding emergency activities, emergency procedures, and emergency management agency functions, roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.

Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, press releases, training programs/exercises, emergency response assessments, reference/resource materials, or other documents.

Receives various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Maintains files of departmental activities and other documentation as needed for record keeping.

Operates a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment.

Communicates with assistant director, director, county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed

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to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provides twenty-four hour emergency response capability.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Associate's degree in Emergency Management, Fire Science, Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible emergency management operations, emergency/disaster planning, public safety, hazardous materials regulations, program/personnel management, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in an operational capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to apply principles of logical or synthesis functions, to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, electrical hazards, bright/dim light, toxic agents, or hazardous materials.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** response, teaching, inspecting

**Surface:** highway, floor, concrete

**Estimated Total Hours:**   4   **Maximum Continuous Time:**   8  

**2. SITTING**

**Tasks:** computer, reading

**Estimated Total Hours:**   4   **Maximum Continuous Time:**   8  

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs				X	
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** trailers, gear

**Height of hands above floor during push:** 5 feet

**5. CLIMBING**

**Device:** ladder

**Height:** 12 feet

**Frequency:** monthly

**6. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>50</u> % of time
Outside	<u>50</u> % of time

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**8. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date