

GREENE COUNTY OFFICE OF EMERGENCY SERVICES

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Emergency Medical Services
Emergency Management
Hazardous Materials
9825 Spotswood Trail
Stanardsville, VA 22973

POSITION ANNOUNCEMENT

Deputy Emergency Management Coordinator / Public Safety Radio Technician

The County of Greene is currently accepting applications for a full-time Deputy Emergency Management Coordinator/Radio Technician position. The position will perform work regarding emergency management functions to include but are not limited to mitigation, preparedness, recovery, and response as well as installation, maintaining, programming, and repairing of the public safety radio system. Salary range \$49,604-\$74,406. Salary DOQ.

The full job description and application may be obtained at the Greene County Administration Building, 40 Celt Road, Stanardsville, VA 22973 or downloaded at www.greencountyva.gov Interested candidates must attach a cover letter and resume to the completed County application. This position is slated to begin on October 1, 2023. The County reserves the right to not fill the position based on funding availability.

Greene County is a great place to work. We offer a wonderful working environment, home/work life balance, and great benefits. Initial consideration will be given to those applications received by July 26, 2023. Open until filled. EEO, AA, M/F/H/V employer.

Greene County is an inclusive community where citizens and businesses benefit from a diversified economy, quality public services and a superior quality of life.

Deputy EM Coordinator-Radio Technician

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical work assuming the responsibilities of all emergency management coordination, planning, developing, and implementing projects and programs, serving in the Emergency Operations Center as part of the management team or as part of an incident management team on scene, assisting the Director of Emergency Services in developing, reviewing, and updating response plans, installing, maintaining, programming, and repairing of P25 conventional and trunked repeaters, dispatch consoles, mobile radios, portable radios, and associated equipment, overseeing public safety emergency communications equipment; to include inventory, replacement, upgrades, and assignments, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Emergency Management.

Qualification requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to emergency incidents including fires, floods, hazardous materials incidents, search and rescue events, vehicle accidents, and technical rescues.

Assists in developing, reviewing, and updating of all plans maintained within the Office of Emergency Services including the Emergency Operations Plan, Hazardous Materials Response Plan, Pandemic Annex, Various Emergency Action Plans, and any other emergency management or action type plans as required.

Performs duties in the Emergency Operations Center as Deputy EOC Command, Section Chief, or ESF#5 - Emergency Management; oversees all emergency management aspects of planning, response, recovery, and mitigation in the absence of the Director of Emergency Services.

Submits situation reports (SitReps) to the Virginia Emergency Operations Center for major incidents and disasters.

Responds to hazardous materials incidents within the County and notifies appropriate agencies of needs, environmental issues, etc. (VDEM, DEQ, EPA and/or VDOT); completes hazardous materials billing report for hazardous materials incidents that qualify for reimbursement.

Installs, commissions, maintains, and repairs P25 Land Mobile Radio systems, conventional/digital/analog/trunked Land Mobile Radio Systems, microwave systems, console systems, and associated emergency communications equipment; creates and maintains documentation for all processes, procedures, and inventories.

Performs 24/7 on call emergency repair services to critical first responder radio systems and all associated equipment.

Manages all aspects of the public safety radio system, including towers, infrastructure, and any processes related to these systems; provides support to the public safety radio system's day-to-day operations, on- and off-site monitoring, and problem resolution for public safety personnel and client/server storage devices.

Interfaces with vendors for procurement and maintenance of the public safety radio system; maintains up-to-date knowledge of emergency technologies and tools; conducts research, evaluates, and recommends technologies to support needs and requirements.

Oversees public safety user training and implementation; integrates new technologies into new and existing systems, including the transition and migration of public safety systems.

Knowledge skills and abilities

Comprehensive knowledge of the laws regulations, ordinances, and rules that pertain to the department; comprehensive knowledge of emergency management operations; comprehensive knowledge of emergency response; comprehensive knowledge of emergency radio operations and equipment; skill in the use of general office

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equipment; skill in the use of personal computers and associate software packages; skill in the operation of emergency radios and associated equipment; ability to compute ratios using whole numbers and decimals; ability to maintain financial documentation; ability to communicate complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships County officials, other governmental officials, associates and the general public.

Education and Experience

Associate's degree with coursework in emergency management, information technology, or related field and extensive experience in emergency management, hazardous materials, emergency communications, information technology, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has some exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.
NIMS 100, 200, 700, 800, 300, 400 & EMI IS-1 & IS-230 certifications upon hire.
Completion of Emergency Vehicle Operator Course upon hire.