

Job Class Code: 7343	FLSA Status: Non-Exempt
Pay Code: Hourly	EEO Category: 5

GENERAL DESCRIPTION

The purpose of the job classification (class) is to provide Incident Management Team (IMT) logistical, clerical, and equipment readiness preparation and training assistance to the personnel within the Hampton Roads Incident Management Team (HRIMT). The job class works within broad policy and organizational guidelines; under the direction of the Program Manager, plans and implements projects and reports progress of major activities through periodic electronic and written correspondence, conferences, and meetings.

TYPICAL TASKS

- Develops and maintains equipment inventory for HRIMT.
- Maintains apparatus, tools, and equipment in a ready condition. May assist with developing apparatus, tool, and equipment maintenance policies, procedures, and schedules.
- Deploys as a member of an IMT as required.
- Assists the IMT during planned events, training, and exercises to help ensure competent, qualified, and experienced staffing for team responses during local, state, or Emergency Management Assistance Compact (EMAC) deployments/missions as required.
- Assists the Program Manager in delivery of services for area of responsibility; ensures compliance with local, State, and federal regulations and laws, and agency guidelines.
- Assists Program Manager with developing and preparing budgets for area of responsibility; prepares basic financial forms and reports.
- Reviews, monitors, assesses, and consults with the Program Manager on cases to determine need for services.
- Stays abreast of new trends or procedures for area of responsibility; provides information and training to staff on IMT procedural changes under the direction of the Program Manager.
- Assists the Program Manager in developing educational goals, policies, and procedures to enhance IMT-related education.
- Maintains records for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.
- Assists with training of IMT staff for area of responsibility.
- Attends training to meet IMT position-specific training/credentialing requirements as assigned.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs/trains others through explanation, demonstration and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; develops manuals and prepares complex reports; presents IMT training programs.

Mental Requirements	Performs professional level work requiring the application of basic mechanical methods in the solution of equipment problems. Basic level work requiring the application of basic financial, legal, or managerial methods in the solution of administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and occasional exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization; assists in developing policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Extensive knowledge of IMT and National Incident Management System (NIMS) principles and techniques, laws, regulations and ordinances.
Skills	Personal computer skills with various software programs such as Microsoft Word, Excel, Outlook. Strong interpersonal skills to develop and maintain positive professional relationships with employees, all levels of management and outside agencies.
Abilities	Ability to effectively plan and organize equipment maintenance materials. Ability to perform basic mechanical tasks. Ability to communicate and present ideas effectively, both orally and in writing. Ability to prepare reports, agendas, and policies. Able to perform manual labor as required for assigned duties.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a high school diploma or GED.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of three years of emergency management/services experience. Experience in emergency response, logistics, training, and compliance with State and/or Federal grant requirements is preferred.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with the City Driving Standards. Special protective services skills and/or equipment certifications are required such as IS- 100, 200, 300, 400, 700, 800, and O-305 All-Hazards. Preferred certifications include credentialed as one or more Command and or General Staff positions according to the current Commonwealth of Virginia (COV) standards for IMTs based on the Interstate Incident Management Team Qualification System (IIMTQS).
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.