

Department: Emergency Preparedness
Classification: Competitive
Grade: 14

SPEC DISK A1
DOCUMENT 75

Hazardous Materials/WMD Response Team Coordinator
(Part-Time)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and professional position in the Office of Emergency Services. Responsibilities include planning, organizing, and developing plans for Hazardous Materials and Weapons of Mass Destruction response activities. In addition the incumbent is responsible for training of the Hazardous Materials/WMD Emergency Response Team. The work is performed under the supervision of the Director and/or Deputy Director of Emergency Services. The incumbent does related work as required.

NOTE: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Develops a plan or plans to enhance Essex County's response to hazardous materials and/or weapons of mass destruction incidents;
Coordinates the development of hazardous materials and weapons of mass destruction training for the Emergency Response Team in conjunction with the Emergency Services Department;
Develops Hamat/WMD training schedules;
May assist in preparation and submission of budget, purchasing and cost recovery related to hazardous materials and weapons of mass destruction programs;
Represents the Emergency Response Team in daily operations;
Maintains applicable administrative records and provides logistical support;
Oversees, inspects, and maintains all inventories of the hazardous materials and weapons of mass destruction programs, including team supplies and equipment;
Responsible for preparing and submitting all necessary reports to satisfy requirements of the Department of Criminal Justice Services (DCJS) and/or other State and Federal agencies as necessary;
Represents the department in interactions with the public and local emergency response personnel;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the types of hazardous materials generally used in New York State and the potential effects on the environment and population;
Considerable knowledge of the proper handling, treatment, use and disposal of hazardous materials;
Considerable knowledge of equipment and materials used in dealing with hazardous materials

discharges;

Working knowledge of training practices and techniques;

Ability to prepare a variety of technical reports;

Ability to communicate both orally and in writing;

Ability to effectively coordinate instructors, participants and locations within training programs;

Ability to effectively establish and maintain working relationships;

Ability to deal with deadlines and the ability to reconcile strongly divergent opinions in emergency situations;

Note: Incumbent must possess a New York State Drivers License and have a reliable private means of transportation available;

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a New York State registered college or university with a Bachelor's Degree in a science related field and one (1) year experience in a Fire Department or on an Emergency Team dealing with hazardous materials incidents;
- (b) Graduation from a New York State registered college or university with an Associates Degree in a science related field and three (3) years experience in the Emergency Services Field, one (1) year of which must have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in the Emergency Services Field, one (1) year of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

AND IN ADDITION TO MEETING THE QUALIFICATIONS STATED IN [a], [b], [c] or [d];

CANDIDATE MUST HAVE THE FOLLOWING

Must have a valid New York State Driver's License

Must be New York State certified Hazardous Materials Technician

Must be New York State certified in Hazmat Incident Command

Must be New York State certified in Emergency Response to Terrorism: Basic Concepts

Created

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Revised

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