

Greenfield Fire Department

Emergency Management Director

Description

Under the combined direction of the Selectboard and the Fire Chief; plans, organizes and directs the Emergency Management programs for the municipality; acts as the community representative on all Emergency Management matters; and coordinates activities of the local Emergency Management Agency with other local, State, Federal, non-profit and private agencies.

Essential Duties and Responsibilities

- Establishes a committee of key municipal officials to develop, maintain, and annually review a Comprehensive Emergency Management (CEM) plan or plans for the town.
- Coordinates all emergency events in conjunction with other public safety officials using the resources, equipment and manpower available within the community,
- Declares a Town wide State of Emergency when appropriate.
- Establishes, maintains, and runs an Emergency Operations Center as needed.
- Attends appropriate trainings and meetings provided by NH Homeland Security and Emergency Management (HSEM) as well as other allied agencies.
- Coordinates training and exercise programs to prepare the Emergency Management team for emergency operations.
- Serves as the Emergency Management Public Information Officer (PIO). Coordinates public information programs to keep all residents of the community informed about emergency management activities and keeps the Selectboard and State Emergency Management informed of all Emergency Management matters. Ensures that all damage assessment reporting is filed in a timely manner.

Minimum Qualifications

- Member in good standing of the Greenfield Fire Department.
- Experienced in or certified in NIMS and ICS. RSA 21-P:52.
- Possession of a valid NH driver's license without suspension or limitation.
- Minimum of 3 years Public Safety experience.
- 5 years of supervisory experience within (most desirable) or outside of the fire service.
- Excellent oral and written communication skills.
- Working knowledge of computer and web skills to work comfortably within the HSEM web based EOC system.

- Has sufficient schedule flexibility to be present throughout a large scale event that may last several days.

Desired Abilities

- Ability to provide leadership and to tactfully delegate responsibilities to other department members and agencies.
- Ability to work in all weather conditions at all hours of the day.
- Ability to exercise sound decision making and judgment without excessive emotion under highly stressful conditions.
- Ability to deal effectively with local and State governmental officials.
- Knowledgeable of the structural functions, objectives and interrelationships of federal, State and local governments

Physical Demands

- While performing the duties of this job, the EMD is frequently required to: sit, talk or hear, stand, walk, use hands or fingers, handle or operate equipment, reach with hands or arms, climb and balance, stoop, kneel, crouch, crawl, taste or smell.
- The EMD must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. The successful candidate may be asked to provide a letter from their primary care physician attesting to the above, or alternatively be required to take a workplace physical at the department's expense.

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Revised –

WLB
RD SMAR