

JOB PROFILE: EMERGENCY MANAGEMENT TECHNICIAN

JOB FAMILY: TECHNICAL

BAND: E

FLSA: NONEXEMPT

JOB CODE: 11751

Main Function:

Provide services, consultation, advice and timely incident/complaint handling, response and resolution for all campus emergencies involving fires, explosions, activated fire alarms, odor complaints, accidents, safety complaints, chemical/biological/radioactive materials spills, sprinkler system activations, facility/utility shutdowns, and other campus problems or assistance requests made by other campus departments.

Essential Duties and Responsibilities:

Provide services, consultation, advice and timely incident/complaint handling, response and resolution for all campus emergencies involving fires, explosions, activated fire alarms, odor complaints, accidents, safety complaints, chemical/biological/radioactive materials spills, sprinkler system activations, facility/utility shutdowns, and other campus problems or assistance requests made by other campus departments.

Serve as initial department incident commander at campus emergency scenes.

Investigate fire alarms and trouble alarms from campus fire alarm systems. Evaluate situation and take appropriate action including resetting of alarms, silencing alarms, replacing activated smoke detectors, basic troubleshooting and referral of problems to appropriate organization for repair.

Write reports detailing response to emergency and non-emergency incidents.

Conduct periodic inspections based on department procedures of automatic sprinkler system control valves, outside control valves, fire department connections, self-contained breathing apparatus, fire extinguishers and other safety equipment as assigned.

Supervisor and lead the Emergency Services team.

JOB PROFILE:

MINIMUM EDUCATION: Associate's degree or equivalent.

MINIMUM EXPERIENCE: More than 4, but less than 6 years of experience or equivalent.

IMPACT: Extends beyond department.

CONTACTS INSIDE THE UNIVERSITY: Assist others, Cooperation for task completion, Handle confidential information.

CONTACTS OUTSIDE THE UNIVERSITY: Conduct somewhat complex business activities, obtain involved information, provide detailed response, handle confidential information.

CONTACTS WITH STUDENTS: Provides information.

SUPERVISION GIVEN: Group leader/Team Lead, full responsibility for students, temporaries, and employees who do similar work, includes recommendations for hiring and performance appraisals

COMPLEXITY: Activities specifically focus on an entire field and generally on related areas.

LEVEL OF DECISION MAKING: Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits prescribed by established policies or the supervisor.

FREEDOM OF ACTION: Little guidance to accomplish work activities; rarely refers situations to the supervisor

SUPPORT SKILLS - WRITING: Provides a non-standard response or prepares written material that requires some research

SUPPORT SKILLS - COMPUTERS: Use business or technical programs for data input or word processing to create documents or reports.

WORKING CONDITIONS - Physical: Lift more than 30 to 50 lbs.
Visual: Close concentration and visual attention.
Hazards: Highly toxic chemicals/substances/ plants. Sick or violent people, sick or dangerous animals. Equipment requiring extreme safety precautions. Protective devices necessary.