



CITY OF
Anadarko OK

CITY OF ANADARKO JOB DESCRIPTION

WORK STATUS: FULL TIME	JOB TITLE: Emergency Management/Safety Director
FLSA STATUS: EXEMPT	DEPARTMENT: Emergency Management
STARTING SALARY: DOQ	NORMAL WORK HOURS: M-F 8AM TO 5PM
SAFETY SENSITIVE: YES	DATE OF LAST REVISION:06/14/2024

NATURE OF WORK

The Emergency Management/Safety Director is a highly responsible administrative position, which must work to serve as the City's liaison on emergency/disaster preparedness issues, and ensuring the safety of the workplace. Should coordinate training programs, disaster relief and emergency operation drills, assist departments with their emergency mitigation and safety plans, and grant application; administers the local emergency management and safety program in coordination with county, state and federal regulation and safety rules.

ESSENTIAL FUNCTIONS:

- Provide staff support to the City Manager's Office to coordinate actual or potential emergency preparedness or response efforts;
- Oversee safety training, conducting risk assessments, investigating incidents and ensuring adherence to the health and safety regulations set out in the City's Safety Manual.
- Coordinates training programs and emergency operation drills to prepare City department staff to respond quickly and effectively to emergencies;
- Develop, update and implement comprehensive safety policies and procedures.
- Administers the process for submitting federal and state reimbursement claims for City's costs during and after emergency operations;
- Stay updated on changes in laws and regulations that impact safety.
- Conduct safety orientations for new hires.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Ensure compliance with relevant safety regulations.
- Prepare reports on incidents and provide recommendations to prevent recurrence.
- Maintain accurate records of safety inspections, injuries and illness.
- Prepare and submit required safety reports to regulatory bodies. OK 300, 301, 300A.
- Investigate workplace accidents, injuries, or illnesses.
- Other duties as may be assigned.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED

- Must have three (3) to five (5) years of a combination of education and experience in Emergency Management, Public Safety and/or Disaster Operations or closely related field, or any equivalent combination of education and experience that provide the required knowledge, skills, and abilities;
- Shall obtain within the first year OK-First Certification and maintain this certification annually;
- Comprehensive knowledge of public works administrative practices and procedures and of public works management;
- Completion of FEMA Professional Development Series prior to or shortly after hire;
- Shall be/become NIMS trained; should be willing to obtain additional certifications as determined;
- Must be have an understanding and experience of PEOSH as outlined in the Safety Standards Act (40. OS § 401, et seq)

SUPERVISORY RESPONSIBILITY

Provides lead supervisory responsibility over volunteers, and jurisdictional employees, under the instruction of the Fire Chief and/or Chief of Police in a disaster.

Strong communication and leadership skills

Set a positive example, position is one of very high integrity;

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

A valid Oklahoma driver’s license and acceptable driving record;
Maintain certification in Hazardous Materials First Responders Awareness;
Working knowledge of emergency communication systems;
Secure and maintain CPR and First Aid certification;

PHYSICAL/MENTAL REQUIREMENTS

Must be able to use a computer and office equipment with a high level of proficiency;
Must be able to deal with the public with composure and confidence at all time;
Must be able to work extended and unusual hours, including weekends, holidays, and/or off-hours especially during an emergency/disaster and at times under extreme duress;

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

- Some exposure to unpleasant citizens, must be able to handle tactfully; must be able to react with calm and composure during extremely stressful situations;
- Work is typically indoors, subject to sitting, standing, climbing and descending stairs, walking, or using a telephone for extended periods of time;
- Local travel required to conduct site visits, may be required to attend local or out-of-town conferences and seminars, etc;
- Must be willing to perform some of the duties described in this job description under adverse weather conditions, including extreme heat and inclement weather;
- Must be willing to be available during non-working hours when presence is required due to safety procedures or emergencies/disaster;

SAFETY SENSITIVE POSITION:

This position is a “safety sensitive” position as defined by the US DOT drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. These positions may be subject to periodic random drug testing pursuant to City of Anadarko Alcohol & Controlled Substance Testing Policy and Procedures.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

LAST REVISION DATE: 06/14/2024

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Emergency Management/Safety Director position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.