

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Captain of Emergency Management

Department: Fire
Pay Grade: FS6
FLSA Status: Exempt
Job Code: FR69

JOB SUMMARY

The Captain of Emergency Management plays a pivotal role in the City's Emergency Management function and reports to the Fire Chief and Deputy Fire Chief. This position is instrumental in supporting the City's Emergency Management function, with a primary focus on Emergency Preparedness activities and operations. These include setting goals, defining objectives, establishing policies and procedures, conducting research and analysis, forecasting, managing grants, and overseeing contract administration.

On a day-to-day basis, the role involves enhancing local readiness and community resilience by crafting comprehensive local emergency plans. These plans are developed closely with county, state, and federal authorities. Additionally, this position plays a vital role in coordinating activities related to the prevention, mitigation, preparedness, response, and recovery of natural and man-made disasters and major emergencies occurring within the City of Roswell.

ESSENTIAL JOB FUNCTIONS

- Represents the Deputy Fire Chief and collaborates with local, state, and federal agencies, private sector entities, public authorities, and non-profit organizations.
- Supports the development of an effective emergency management program and leads prevention, mitigation, preparedness, response, and recovery efforts.
- Ensures compliance with local, state, and federal regulations regarding emergency management and hazardous materials incidents.
- Collects, analyzes, and interprets data, providing recommendations to the Fire Chief and Deputy Fire Chief.
- Serves in the City's Emergency Operations Center (EOC) during emergencies and disasters.
- Assists in developing Emergency Management budget recommendations.
- Raises public awareness of emergency preparedness through campaigns and presentations to community groups, businesses, schools, etc.
- Coordinates emergency management education and training programs, including National Incident Management System (NIMS) training.

- Develops and updates emergency management plans for the City and its departments, including THIRA, MYTEP, COOP, inclement weather plans, emergency communications plans, EOC activation plans, and Hazard Mitigation Plans.
- Coordinates the development of Incident Action Plans (IAPs) and After Action Reports (AARs) for emergency incidents, disasters, and special events.
- Monitors weather conditions using weather-tracking systems.
- Plans, designs, and executes emergency response exercises.
- Operates emergency communication systems and equipment.
- Assists in emergency response and recovery activities.
- Oversees Early Notification Systems and sirens.
- Develops emergency response messaging, alerts, and crisis communication strategies.
- Maintains damage assessment plans for critical infrastructure and essential resources.
- May serve as the City's Emergency Management Coordinator or Department's Public Information Officer (PIO), issuing press releases and disseminating information to the media.
- May respond to emergency incident scenes to support the incident commander and liaise with Fire Department Command Staff and the media.
- Participates in school, county, and multi-agency emergency disaster exercises following HSEEP guidelines, coordinating training through the Georgia Emergency Management Agency (GEMA).

This position requires the employee to work as directed during undeclared and declared emergencies. The employee may be recalled around the clock for emergency response operations, necessitating irregular work hours, work at alternative locations, and duties beyond those outlined in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma or General Education Diploma (GED)
- Minimum of five years experience as a firefighter at Roswell Fire Department or a municipal/county fire department of comparable size and complexity
- Training in the field of emergency management or fire service management
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Preferred Qualifications:

- Associate degree in emergency management, public administration, or public safety
- National Pro Board Fire Officer II certification or equivalent as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications
- National and/or State Safety Officer Certification
- Possession of a State of Georgia EMT or NREMT Certification
- Certification in the following Command or General Staff Incident Command System (ICS) positions: Liaison Officer, Public Information Officer, Safety Officer, Operations Section Chief, Planning Section Units or Planning Section Chief, Logistics Section Units or Logistics Section Chief, and/or Finance/Administration Section Units or Finance/Administration Section Chief

Licenses or Certifications:

- Must Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within one year of employment
- Must hold Georgia Emergency Management Basic Certification within 24 months of employment

Other/Special Requirements:

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- If fire certified, must successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

- Knowledge of the organization of local government, the function of various departments, agencies, and external organizations, and their roles and responsibilities.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies, and/or methods to meet unique or unusual conditions.
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions.
- Proficient in using Microsoft Word, Excel, PowerPoint, e-mail software, and other computer programs.
- Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments.
- Openly exhibits a positive attitude, in word and action, and encourages others to do the same.
- Ensures thoughtful risk-taking and a focus on achieving results in all activities.
- Facilitates alignment of all operations with the strategic direction of the organization.
- Participates as a member of or leads cross-functional and/or external project teams for the Department and City.
- Facilitates meetings with City and department staff as needed.
- Represents the City at professional meetings; coordinates educational activities and training with other City departments and outside agencies.
- Initiates projects of diverse scope, longer-term time frames, and significant complexity.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Demonstrates critical thinking, organizational, strategic planning, and problem-solving skills.
- Communicates effectively under pressure and makes quick decisions as disasters change and develop.
- Able to plan, assign, supervise, and review the work of designated staff.

- Effectively communicates verbally and in writing using multimedia tools.
- Prepares clear and concise reports.

PHYSICAL DEMANDS

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors, shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

WORK ENVIRONMENT

Regular work is conducted without exposure to adverse environmental conditions. Public speaking functions typically occur indoors in venues such as auditoriums, gyms, churches, and conference rooms. Fieldwork, however, can occur in diverse outdoor settings, potentially subjecting individuals to adverse weather and environmental conditions. During emergency responses, employees may encounter heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather, and hazardous situations. Additionally, there may be occasional exposure to moving mechanical parts, elevated or precarious locations, fumes or airborne particles, and the risk of electrical shock.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.