

## **TECHNICAL SERVICES COORDINATOR**

### **SUMMARY/PURPOSE**

To assist with the development, implementation, coordination, and evaluation of the Fire Department Hazardous Materials Assessment/Response Team, and to assist with the coordination of the City's emergency and contingency planning efforts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Develop, direct, and monitor strategic plans as assigned.
2. Review performance and outcomes to determine effectiveness.
3. Plan, coordinate, and monitor emergency services as assigned.
4. Determine priorities and coordinate schedules in assigned areas.
5. Establish standards in accordance with local, state, and national standards.
6. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
7. Provide for the education and training of assigned personnel in a safe and effective manner.
8. Develop, implement, review, and ensure compliance with Department standard operating procedures, policies, and guidelines as assigned.
9. Participate as an active member of the Department management team.
10. Assist with the implementation of comprehensive emergency management and homeland security strategies and programs.
11. Research and prepare national and state homeland security and emergency management grant program application(s).
12. Serve as a technical advisor to the Emergency Manager.
13. Assist in planning, coordinating, and guiding volunteer and outreach programs.
14. Assist in coordination of assistance programs to ensure receipt of aids after a disaster.
15. Participate in the management decision-making process.
16. Disseminate technical information to employees and administrators.
17. Conduct administrative assignments in accordance with Department procedures as assigned.
18. Coordinate long range goal setting and priorities in assigned areas.
19. Conduct training and team meetings as necessary.
20. Provide information to the media and the general public.
21. Provide technical assistance and support to civic organizations, regional partners, and the general public.
22. Prepare and evaluate technical and administrative reports.
23. Research and maintain up to date awareness of pertinent legislation, regulations, and development, which could affect the Department.
24. Develop and monitor budget and approve purchases of supplies, parts, and equipment for assigned areas.
25. Develop and maintain a capital equipment replacement program for assigned areas.
26. Prepare written reports, correspondence, and bid specifications as necessary.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Five (5) years of experience with the City of Duluth Fire Department.
2. License Requirements
  - A. Possession of a valid driver's license.
  - B. Certified Hazardous Materials Technician or above.

- C. Within two (2) years of appointment, successful completion of the State of Minnesota Emergency Manager Certification if not certified at time of appointment.
- 3. Knowledge Requirements
    - A. Thorough knowledge of the National Incident Management Systems, the Incident Command System, and Emergency Operations Center operational protocols.
    - B. Thorough knowledge of hazardous materials technician abatement methods.
    - C. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws that are applicable.
    - D. Thorough knowledge of the City of Duluth and Fire Department policies, procedures, and guidelines.
    - E. Thorough knowledge of the properties and reactions of common and uncommon chemicals and products.
    - F. Knowledge of training techniques and practices.
    - G. Knowledge of record-keeping principles and practices.
- 4. Skill Requirements
    - A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
    - B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
    - C. Skill in reading and interpreting complex technical and legal materials.
    - D. Skill in supervising assigned personnel.
    - E. Skill in public and media relations.
    - F. Skill in maintaining accurate records.
    - G. Skill in analyzing and organizing information to develop, evaluate, and improve emergency services programs.
- 5. Ability Requirements
    - A. Ability to develop and maintain effective working relationships with coworkers, administrators, employees, media representatives, and the general public.
    - B. Ability to maintain required certifications.
    - C. Ability to manage multiple grant programs.
    - D. Ability to prepare and maintain accurate records.
    - E. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
    - F. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
    - G. Ability to understand and implement oral and written instructions.
    - H. Ability to work independently without direct supervision and with multiple tasks.
    - I. Ability to work under pressures of time constraints and conflicting demands.
    - J. Ability to interpret, explain, and apply applicable laws, codes, regulations, and guidelines.
- 6. Physical Ability Requirements
    - A. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
    - B. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
    - C. Ability to climb, run, crawl, bend, jump, and balance while performing VERY DEMANDING WORK inside, outside, on top of buildings and structures under varied circumstances and weather conditions.
    - D. Ability to be courageous and careful, and to use good judgment in crises and life-threatening situations.

- E. Ability to frequently lift and carry items weighing up to 100 pounds, such as firefighting gear and ladders.
- F. Ability to attend work on a regular basis.
- G. Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.
- H. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in other.
- I. Must possess normal hearing when tested according ANSI 1969 Standards.
- J. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- K. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarters Fire Hall within 30 minutes of being notified, given normal driving conditions.

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