



## Town of Oro Valley Classification Description

Title: **EMERGENCY MANAGEMENT AND  
SAFETY COORDINATOR**

Department: Innovation & Technology  
Salary Grade: 115

Job Code: 2835

FLSA Status: Exempt

### **POSITION SUMMARY:**

Develops, coordinates, implements, evaluates, and administers the Town of Oro Valley emergency and safety management programs through preparedness, mitigation, response, and recovery activities. Activities are coordinated in conjunction with applicable guidelines, regulations, and agency standards to reduce and mitigate any threats, hazards, or safety risks to employees and the community.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Develops, administers, and maintains the Town emergency and safety management programs as recommended or required by applicable local, state and federal laws and regulations.
- B. Manages the Emergency Operation Plan (EOP) including plan development, implementation, review, and revision.
- C. Coordinates and manages the Emergency Operations Center (EOC) including but not limited to: procedures; equipment; and training and exercises.
- D. Develops, manages, and conducts regular town-wide emergency and safety trainings for preparedness, informational, and compliance purposes.
- E. Coordinates with department directors, managers, supervisors, and employees on emergency and safety related issues.
- F. Manages the development of other applicable plans, procedures or guides (examples Continuity of Operations Plans, Standard Operating Procedures, Field Operating Guides; and Safety Guides).
- G. Coordinates hazard mitigation planning efforts including: threat, vulnerability, and risk assessments for natural and manmade disasters; job hazard assessments; ergonomic reviews; and safety evaluations of work sites, hazardous materials, tools, and equipment.
- H. Conducts safety inspections, evaluates potential hazardous exposures, analyzes incidents, prepares reports, and recommends corrective and/or preventative actions.
- I. Responsible for motor vehicle safety program, policies, and administrative guidelines including coordinating the administration of CDL and DOT requirements in partnership with the Transit Division.
- J. Manages and provides emergency and safety related public outreach activities.
- K. Builds and maintains relationships with and between internal and external stakeholders.

- L. Supports and coordinates incident/disaster response and recovery activities as needed.
- M. Supports the development and implementation of regional plans, projects, trainings, and exercises through collaboration with other jurisdictions and agencies.
- N. Chairs Safety/Loss Control Committee and coordinates, attends and participates in other applicable meetings, conferences, training, exercises, and planning committees.
- O. Supports other projects as requested.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles, best practices, and standards in emergency and safety management.
- Knowledge of applicable local, state, and federal guidelines, laws, and regulations in emergency and safety management.
- Knowledge of research analysis methods and techniques.
- Skill in verbal and written communication.
- Skill in training personnel, management, and community officials in related topics.
- Ability to function in a team environment.
- Ability to make decisions on procedural levels and to exercise sound judgment, decisiveness, and creativity in routine and sometimes stressful conditions.
- Ability to develop and maintain working relationships with internal and external stakeholders including governmental agencies, nongovernmental organizations, private sector, and community members.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university or college.
- Three year relevant experience involving emergency and safety management.
- An equivalent combination of education, experience, knowledge, skills, and applicable professional coursework and/or certifications to successfully perform the duties of this position.
- Valid Arizona Operator's Driver License.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor and outdoor environment in which the employee may be exposed to adverse weather conditions, dust, chemicals, and other hazards or disagreeable elements, utilizing necessary personal protective equipment.