

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



ADMINISTRATION

Office: (303) 833-2742

Fax: (303) 833-3736

www.fffd.us

POSITION POSTING

POSITION TITLE: Emergency Management Coordinator
EMPLOYMENT STATUS: Full-Time, At-Will
FLSA STATUS: Exempt Status
SALARY RANGE: Starting Base Salary: \$85,820

Frederick-Firestone Fire Protection District is seeking applicants for the position of Emergency Management Coordinator. A copy of the current job description for this position is attached. The District has the right to change the job description at any time, in its sole discretion. The position is FLSA Exempt and “at-will,” meaning the District or the employee may terminate the employment relationship at any time for any reason. Frederick-Firestone Fire Protection District is an Equal Opportunity Employer.

Position Summary: The Emergency Management Coordinator is responsible for developing and maintaining a comprehensive emergency plan that will provide a documented reference for the mitigation, preparedness, response and recovery from recognized disaster emergency situations within the areas of the Town of Frederick, Town of Firestone, Town of Dacono, Frederick-Firestone Fire Protection District and other areas in unincorporated Weld County, Colorado that is within the boundaries of Mountain View Fire Rescue. This position entails coordinating and networking with other Town and District Departments to include Weld County’s Office of Emergency Management; fire and emergency medical service districts, law enforcement departments, public works departments, local, county, state and federal agencies; special districts; private sector authorities; and citizens or community groups in order to develop a strategic emergency management plan which remains relevant through constant reinforcement with all stakeholders. This position will develop a program that maintains best practices in emergency management for the Carbon Valley Emergency Management Planning Area.

Minimum Required Qualifications:

- A Bachelor’s degree in emergency management, preparedness, or a related field from an accredited college or university is required. *Strongly Desired and Preferred:* A Master’s degree in emergency management, administration or a related field.
- Minimum of five (5) years of experience with progressively increasing responsibility in the field of emergency management, with at least two (2) years or more experience working with multiple municipalities or agencies in the field of emergency management.
- Completion of an accredited State, Federal, or International Emergency Management Certificate Program or Professional Development Series (FEMA), or equivalent is required;

- Must possess NIMS/ICS 400; or higher certification
- Must obtain or possess within 90-days a valid Colorado State Driver's License

The District reserves the right not to hire any of the applicants for the position at its sole discretion, or to terminate the hiring/promotional process at any time, in its sole discretion. The District has the right to modify, reduce, or increase the application/examination requirements at any time at its sole discretion. Candidates will be expected to submit to a Background Check in the areas of criminal activity and driving records.

Qualified individuals with disabilities may request reasonable accommodation for an examination in writing at least three (3) business days before any examination or interview notice identified within this process.

Benefit Package:

The District offers an excellent benefit package that includes these programs:

- Paid Vacation and Paid Sick Leave
- Flexible Time Schedule
- Retirement Benefits through Fire and Police Pension Plan (FPPA)
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Life/AD&D Insurance
 - Short- and Long-Term Disability
 - Supplemental Insurance Programs
- 457(B) Deferred Compensation Plan
- AFLAC
- Employee Assistance Program
- Peer Support Program
- Employee Recognition Program
- Health and Wellness Incentives
- ID / Legal Shield Protection
- Tuition Reimbursement

Frederick-Firestone Fire Protection District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applications are available on our website www.fffd.us or you may call our Administrative Office at 303-833-2742 between 8:00 a.m. and 4:30 p.m. Monday – Friday. Resume, transcripts, certifications and professional references, along with completed application must be postmarked no later than **January 30, 2019** to: **Frederick-Firestone Fire Protection District P.O. Box 129 Frederick, Colorado 80504**. You may also submit your completed application packet by email to Fire Chief Jeremy Young at jyoung@fffd.us. Please contact our Administrative Office with any requirement of further details or concerns. Frederick-Firestone Fire Protection District is an EOE.

FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINES

Section 100.5.2.4

Employee Job Descriptions

JOB DESCRIPTION

POSITION TITLE: EMERGENCY MANAGEMENT COORDINATOR
STATUS: FULL-TIME; FLSA EXEMPT
EMPLOYMENT STATUS: AT-WILL
HOURS: AS NECESSARY TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION
EFFECTIVE DATE: JANUARY 2019

The following position description is established by the Carbon Valley Emergency Management Agency (CVEMA) Advisory Board and employed by the Frederick-Firestone Fire Protection District (the Fire District) to outline the basic requirements, duties, and responsibilities of the full-time position of Emergency Management Coordinator. This position is “at-will,” which means the Carbon Valley Emergency Management Advisory Board, the Fire District, or the employee may terminate the employment relationship at any time and for no reason, subject to the requirements of Federal and State law.

The headings in this position description are for reference only and shall not affect its interpretation.

Position Summary:

The Emergency Management Coordinator is responsible for developing and maintaining a comprehensive emergency plan that will provide a documented reference for the mitigation, preparedness, response and recovery from recognized disaster emergency situation within the areas of the Town of Frederick, Town of Firestone, Town of Dacono, Frederick-Firestone Fire Protection District and any property in unincorporated Weld County, Colorado that is within the boundaries of Mountain View Fire Protection This position entails coordinating and networking with other Town and District Departments to include Weld County Emergency Management Agency; fire and emergency medical service districts, law enforcement departments, public works departments, local, county, state and federal agencies; special districts; private sector authorities; and citizens or community groups in order to develop a strategic emergency management plan which remains relevant through constant reinforcement with all stakeholders. This position will develop a program that maintains best practices in emergency management for the Carbon Valley Emergency Management Planning Area.

Supervisor:

Frederick-Firestone Fire Protection District - Fire Chief

Essential Duties:

The Emergency Management Coordinator will develop and oversee the Fire District's Emergency Management program and related operations. This position requires the exercise of initiative, discretion and independent judgment as to all duties. Provide the necessary information in an effective manner that will allow for the consistent emergency planning and preparedness of the Carbon Valley Emergency Management Agency's programs within its jurisdiction. This requires staying abreast of laws, ordinances, and regulations that effect the operation of the Carbon Valley area. The primary duties and responsibilities include, but are not limited to:

1. Maintain knowledge of, and compliance with, all rules, policies and procedures of the Fire District;
2. Responsible for developing a comprehensive emergency management program as defined by FEMA Emergency Management Standards and coordination with FEMA's Community Preparedness Guide, NFPA 1600 may also be a reference for the program;
3. Responsible for the continued development and leadership of the programs involving emergency management within all departments;
4. Management of the NIMS System and compliance within all agencies;
5. Identify and prioritize emergency management issues involving all agencies;
6. Develop and maintains a comprehensive emergency plan in accordance with federal and state requirements;
7. Report needs and assessments through the Weld County Office of Emergency Management as needed and required;
8. Act as the Emergency Management Advisor or Coordinator for during simulated or actual disasters and participates in emergency response activities as required;
9. Coordinate and facilitate exercises to test emergency response plans and capabilities of community organizations, hospitals, governments and other agencies and transportation systems;
10. Communicate with the Fire District's Management Team and Town Management Teams and other Town Officials during disasters, works with Public Information Officers to prepare press releases, responds to media interviews, and preforms other communication duties as assigned;
11. Conduct emergency management training and education programs as required by the CVEMA, Fire District, community groups, and schools. Consistently assure that sufficiently trained staff is available to fill Emergency Operations Center positions of extended operations if needed;
12. Develop and manage needed shelter agreements. Work with identified shelter locations to assess compliance with the Americans with Disabilities Act (ADA) and other applicable regulations;

13. Develop and manage community focused emergency preparedness programs with an emphasis on citizen preparation and business continuity;
14. Work with business community to assure continuity of operations planning is part of their business model regarding emergency preparedness;
15. Work with local governments to ensure a plan for continuity of government is established, may reference FEMA Continuity of Government Guide;
16. Negotiate on behalf of the CVEMA with municipalities, governmental entities and private business to establish mutual aid agreement for reciprocal assistance and exchange of resources during a disaster or hazardous situation;
17. Prepare an annual emergency preparedness budget and spending plan for prescribed grants and CVEMA activities;
18. Identify potential emergency management funding sources and prepares grant proposals; implements grant monies in accordance with guidelines and monitoring requirements;
19. Maintain an awareness of federal, state, county, and municipal laws or regulations that may impact an emergency management or disaster operations;
20. Driving is essential to this position; must operate a FFFPD vehicle in a safe manner at all times;
21. Work in coordination with the Fire District's Command Staff and Management Team to assure quality customer service is delivered to the Carbon Valley area;
22. Ensure confidentiality and security of all personnel, patient and other confidential documents, information and materials. Assemble information from the Fire District's files, records and other sources in response to requests for information and records release;
23. Perform administrative task as necessary, to include data collection, data entry, filing, report preparation and record keeping;
24. Exercise strong analytical and problem-solving skills, including the ability to collect, integrate, analyze and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
25. Maintain appropriate office hours at the Fire District headquarters as necessary to satisfactorily perform duties and responsibilities;
26. Consistently promote a professional image of the Fire District and CVEMA at all times;
27. Maintain regular office hours and be in an on-call status at all times unless on approved leave;
28. If provided a Fire District take-home vehicle, the employee: a) shall at all times ensure the vehicle is clearly marked as an Emergency Vehicle through insignia or words; b) shall use the vehicle to perform their duties; and c) shall not use the vehicle for personal purposes (other than commuting to and from work) outside the Carbon Valley emergency planning area other than for CVEMA business; d) the vehicle shall not be utilized for vacations, leave time or other non-CVEMA activities.

29. The Emergency Management Coordinator shall perform all other duties, projects and responsibilities assigned by the CVEMA Advisory Board or Fire District in their discretion.

Education, Training, Experience, Skills and Other Requirements:

- Bachelor Degree in an approved discipline from an accredited College or University; Master Degree preferred;
- Minimum of five (5) years of experience with progressively increasing responsibility in the field of emergency management, with at least two (2) years or more experience working with multiple municipalities or agencies in the field of emergency management.
- Completion of an accredited State, Federal, or International Emergency Management Certificate Program or Professional Development Series (FEMA), or equivalent is required;
- Must possess NIMS – ICS 400, or higher;
- Certification for instructing ICS classes is greatly preferred;
- Proficiency utilizing software and computer equipment relevant to the position, including WebEOC Software;
- Maintain all CVEMA required certifications as deemed by the Advisory Board;
- Possess a demonstrable knowledge of all national and local standards, state laws, local ordinances and regulations which apply within the Fire District;
- Strong public relations skills and customer service skills, to include interactions with other agencies, co-workers, and the public in both routine and emergency settings;
- Possess and portray professionalism, initiative, leadership and a strong work ethic that upholds the values, mission, and Code of Conduct of the Fire District;
- Developed ability to work as a member of a team; knowing when to lead and when to follow while avoiding unnecessary conflict or gossip;
- Ability to teach, coach, and assist peers, subordinates and superiors while treating them with dignity and respect;
- Must obtain or possess within 90 days a valid Colorado State Driver's License and maintain a safe driving record throughout employment.

Working Environment/Physical Requirements:

1. This position requires work in a variety of locations and conditions, including but not limited to, an office and other similar inside work areas, and outside work areas to include emergency and catastrophic scenes;

2. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, Emergency Management Coordinator may also be requested to respond to an emergency scene;
3. Strenuous physical activity under extreme adverse conditions will be required periodically;
4. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion;
5. Will be required to work in all weather conditions and in extreme temperatures twenty degrees below zero (-20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
6. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring the use of personal protective equipment;
8. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.*;
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
10. This position requires satisfactory physical fitness to meet the duties of the position, including completion of any appropriate annual fitness assessment or requirements as the Fire District may adopt from time to time, and the successful completion of a criminal background check;
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
12. General office equipment including personal computers, telephone, copy machine, calculator, and portable and mobile radios will also be assigned; and
13. This position will involve periods of high physical, mental and/or emotional stress.
14. Maintain regular office hours and in on-call status at all times unless on approved leave.

My signature below confirms that I have received and read this Emergency Management Coordinator Position Description, and I will comply with it at all times.

_____/_____/_____
Employee

_____/_____/_____
Fire Chief



Frederick-Firestone Fire Protection District Employment Application

*Applications are considered without regard to race, color, religion, sex,
Nation origin, age, marital or veteran status, or the presence of a
non-job-related medical condition or handicap.*

PERSONAL INFORMATION

NAME: _____
LAST
FIRST
MIDDLE

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE: _____ RELATIONSHIP: _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?	YES:	NO:
ARE YOU 18 YEARS OF AGE OR OLDER?	YES:	NO:

POSITIONS APPLIED FOR <small>(PLACE AN "X" NEXT TO EACH POSITION YOU ARE APPLYING FOR)</small>	
<small>*PLEASE VISIT THE DISTRICT'S WEBSITE FOR A LISTING OF CURRENT OPEN POSITIONS</small>	

AUXILARY (VOLUNTEER) MEMBER POSITION _____	CADET (VOLUNTEER) POSITION _____
RESERVE (VOLUNTEER) EMT/FIREFIGHTER _____	RESERVE (VOLUNTEER) PARAMEDIC/FIREFIGHTER _____
PART-TIME EMT/FIREFIGHTER _____	PART-TIME PARAMEDIC/FIREFIGHTER _____
FULL-TIME EMT/FIREFIGHTER _____	FULL-TIME PARAMEDIC/FIREFIGHTER _____
LIEUTENANT _____	EXECUTIVE ASSISTANT _____
CAPTAIN _____	FINANCE DIRECTOR _____
BATTALION CHIEF _____	ADMINISTRATIVE ASSISTANT _____
ASSISTANT CHIEF _____	EMERGENCY MGMT. COORDINATOR _____

DATE YOU CAN START	
MONTHLY SALARY DESIRED <small>(IF APPLICABLE)</small>	\$ _____ PER MONTH:

HAVE YOU EVER APPLIED TO THIS ORGANIZATION BEFORE?	YES:	NO:
IF YES, POSITION APPLIED FOR:		
HAVE YOU EVER WORKED AT THIS ORGANIZATION BEFORE?	YES:	NO:
IF YES, WHAT POSITION?		
WHEN WERE YOU EMPLOYED AT THIS ORGANIZATION?		
REASON FOR LEAVING:		
NAME OF LAST SUPERVISOR:		
HOW WERE YOU REFERRED TO THIS ORGANIZATION?		

EDUCATION

NAME OF HIGH SCHOOL: _____

CITY: _____ STATE: _____

DID YOU GRADUATE? YES _____ NO _____

NAME OF COLLEGE: _____

CITY: _____ STATE: _____

COLLEGE MAJOR/MINOR: _____

DID YOU GRADUATE? YES _____ NO _____ TRANSCRIPTS ATTACHED YES _____ NO _____

DEGREE(S) RECEIVED: _____

OTHER EDUCATION: _____

CITY: _____ STATE: _____

SUBJECT STUDIED: _____

DID YOU GRADUATE? YES _____ NO _____

DEGREE/CERTIFICATE RECEIVED: _____

OTHER "CERTIFICATIONS" - NOT PREVIOUSLY LISTED
**PLEASE LIST OTHER "CERTIFICATIONS" SEPARATED BY COMMAS. PLEASE DO NOT LIST "CLASSES" THAT YOU HAVE TAKEN FOR CONTINUING EDUCATION.*

OTHER CERTIFICATIONS: _____

EMPLOYMENT HISTORY

**LIST LAST THREE EMPLOYERS, BEGINNING WITH CURRENT OR MOST RECENT*

CURRENT EMPLOYER; _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

START DATE: _____ END DATE: _____

JOB TITLE: _____

BEGINNING SALARY: _____ ENDING SALARY: _____

MAY WE CONTACT YOUR SUPERVISOR? YES _____ NO _____

NAME OF SUPERVISOR: _____

SUPERVISOR PHONE: _____

DESCRIPTION OF WORK: _____

REASON FOR LEAVING: _____

PREVIOUS EMPLOYER; _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

START DATE: _____ END DATE: _____

JOB TITLE: _____

BEGINNING SALARY: _____ ENDING SALARY: _____

MAY WE CONTACT YOUR SUPERVISOR? YES _____ NO _____

NAME OF SUPERVISOR: _____

SUPERVISOR PHONE: _____

DESCRIPTION OF WORK: _____

REASON FOR LEAVING: _____

PREVIOUS EMPLOYER; _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

START DATE: _____ END DATE: _____

JOB TITLE: _____

BEGINNING SALARY: _____ ENDING SALARY: _____

MAY WE CONTACT YOUR SUPERVISOR? YES _____ NO _____

NAME OF SUPERVISOR: _____

SUPERVISOR PHONE: _____

DESCRIPTION OF WORK: _____

REASON FOR LEAVING: _____

REFERENCES

**LIST BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR*

NAME: _____

PHONE NUMBER: _____

BUSINESS: _____

NAME: _____

PHONE NUMBER: _____

BUSINESS: _____

NAME: _____

PHONE NUMBER: _____

BUSINESS: _____

SERVICE RECORD (IF APPLICABLE)

BRANCH OF SERVICE: _____

PRESENTLY IN RESERVES OR BRANCH? YES _____ NO _____

RANK OBTAINED: _____

DISCHARGE DATE: _____ DATE OBLIGATION ENDS: _____

SPECIAL QUESTIONS

ARE YOU A UNITED STATES CITIZEN? YES _____ NO _____

ARE YOU ABLE TO PERFORM EACH OF THE PRIMARY DUTIES AND RESPONSIBILITIES FOR THE POSITION WITH OR WITHOUT AN ACCOMMODATION? YES _____ NO _____

IF YOU CAN PERFORM THE PRIMARY DUTIES AND RESPONSIBILITIES FOR THE POSITION WITH AN ACCOMMODATION, EXPLAIN HOW YOU WOULD PERFORM THE TASKS, AND WITH WHAT ACCOMMODATIONS (*IF APPLICABLE*):

WHAT FOREIGN LANGUAGES CAN YOU SPEAK? _____

WHAT FOREIGN LANGUAGES CAN YOU WRITE? _____

WHAT FOREIGN LANGUAGES CAN YOU READ? _____

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR WITHIN THE LAST 5 YEARS?

YES _____ NO _____

IF YES, DESCRIBE: _____

**YOU WILL NOT BE DENIED EMPLOYMENT SOLELY BECAUSE OF A CONVICTION RECORD, UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.*

I UNDERSTAND AND AGREE THAT I MAY BE REQUIRED TO TAKE ONE OR MORE PHYSICAL EXAMINATION(S). I AGREE TO CONSENT TO TAKE SUCH TEST(S) AT SUCH TIME AS DESIGNATED BY THE ORGANIZATION AND TO RELEASE THE ORGANIZATION, ITS DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES FROM ANY CLAIM ARISING IN CONNECTION WITH THE USE OF SUCH TEST(S). YES _____ NO _____

AUTHORIZATION

“I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE ORGANIZATION’S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE ORGANIZATION’S OPTION.

I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE ORGANIZATION. I UNDERSTAND THAT NO ORGANIZATION REPRESENTATIVE OTHER THAN ITS BOARD PRESIDENT, AND THEN ONLY WHEN IN WRITING BY THE BOARD PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.”

SIGNATURE: _____

DATE: _____