



**EMPLOYMENT OPPORTUNITY
PROGRAM MANAGER – CITY OF COVINGTON
OFFICE OF EMERGENCY MANAGEMENT**

Position Details:

**Program Manager/Part-Time
PERS Retirement Eligible**
(Puget Sound Fire *does not*
participate/contribute to social
security and you may be subject to
the Social Security Windfall
Elimination provision)

FLSA Status:

**Non-Exempt
Non-Represented**

Salary Range:

\$32 per hour

Opens:

June 8, 2018

Closes:

**June 22, 2018 at 12:00 Noon
First Interviews – June 28 & 29
Second Interviews – July 5 & 6**

To Apply:

**E-Mail, Mail, or Fax Application and
Cover Letter to:**

**Jennifer Zager, HR Specialist
Puget Sound Regional Fire Authority
24611 116th Avenue SE
Kent, WA 98030
Fax: 253.856.6399
jzager@pugetsoundfire.org**

*Late applications will not be accepted and
candidates that do not meet the minimum
requirements will not be notified.*

**The Puget Sound Regional Fire Authority is an
Equal Opportunity Employer. We value and
encourage diversity.**

OUR MISSION

**Professionally and compassionately
helping people**

OUR VISION

**We will cultivate an environment of
excellence, respect, and fun**

CORE VALUES

**Be safe
Do your best
Serve with integrity
Take care of each other**

**Puget Sound Regional Fire Authority
24611 116th Avenue SE
Kent, WA 98030**

The Puget Sound Regional Fire Authority is seeking applications for the position of Program Manager, City of Covington, Office of Emergency Management.

The Puget Sound Regional Fire Authority, a nationally accredited fire department, is a full-service department consisting of nine divisions; Administration, Operations, Fire Prevention/Investigations, Emergency Management, Facilities/Property Management, IT, Apparatus Maintenance, Support Services and Training. The response area totals approximately 60 square miles and includes City of Covington, City of Kent, City of SeaTac, and King County Fire District 37.

The Puget Sound Regional Fire Authority staffs 10 stations with 7 engines, 2 aid units, 2 ladder trucks, 2 skybooms and 3 command vehicles, 24-hours a day. We also provide a hazardous materials response team and surface water rescue team.

POSITION DESCRIPTION

GENERAL PURPOSE:

Under the direction of the Emergency Management Division (EMD) Chief, perform functions relating to the five phases of emergency management – prevention, preparedness, mitigation, response, and recovery.

Work is characterized by program development, program coordination, public speaking, disaster response, planning and implementation of emergency management programs and related training, and administrative responsibilities involved in all phases of emergency management (prevention, preparedness, mitigation, response, and recovery).

Work is performed under very limited supervision. Supervisor sets the overall objectives and resources available. Employee and supervisor work together to develop the deadlines, projects, and work to be completed. Employee is responsible for the work plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies and guidelines on own initiative in terms of established objectives. Employee keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results

This is a part time (20-hour per week) hourly position with limited benefits. The position, and the salary for the position, is established pursuant to an agreement between Puget Sound Fire and the City of Covington under which Puget Sound Fire provides defined Emergency Management services for the City of Covington.

SUPERVISION:

This position is under the direct supervision of the Puget Sound Fire Emergency Manager, but would also be assigned and direction taken from the City of Covington Public Works director and staff. Evaluations and work plans would be developed and coordinated between Puget Sound Fire Emergency Management Division and the City of Covington Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management

- Monitor and manage all City of Covington permanent employees' National Incident Management System (NIMS) Incident Command System (ICS) training requirements.
- Manage and continue application, on a fiscal basis, for the Emergency Management Performance Grant (EMPG) funds through WA EMD.
- May assist or serve as the Applicant Agent in the public assistance process for disaster reimbursements.

Plan Development

- Within the service area of the City of Covington, develop and maintain plans and procedures relating to emergency management such as, but not limited to:
 - Comprehensive Emergency Management Plans (CEMP)
 - Emergency Coordination Center (ECC)
 - Emergency Resource Manual
 - Continuity of Government (COG) Plans
 - Continuity of Operations Plans (COOP)
- Emergency Worker Registration Program (EWRP) Assist other City Departments/Divisions in fulfilling their planning and preparedness requirements for Department Operating Center and Emergency Support Function (ESF).

Emergency Coordination Center

- Provide direction and support in the development of the Emergency Coordination Center (ECC) procedures and equipment.
- When the Covington ECC is activated, the Program Manager will report to the ECC and may be assigned the ECC Manager to support emergency activities – resource management, operational decision making and situational awareness. This may be in conjunction and support from the Puget Sound Fire Emergency Management Division.

Training

- Research, develop and/or coordinate training programs for employee preparedness, department preparedness, and ECC position representatives.

Exercise Development

- Assist in designing, coordinating, and evaluating with drills, tabletops, and functional exercises to meet needs of the City response capability and to meet Local, County, State, and Federal requirements.

PERIPHERAL DUTIES:

May be asked to assist with Community Emergency Response Team (CERT) training.

Attend or lead meetings and training in support of the City of Covington emergency management programs and emergency planning activities.

May assist in other assigned duties and projects through the Puget Sound Fire Emergency Management Division, and perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge Of:

- Program development, coordination, and implementation
- Applicable City, State, and Federal laws to include RCW 38.52, WAC 118-40, and Covington City Code
- Revised Code of Washington (RCW)
- Washington Administrative Code (WAC)
- King County Regional Disaster Coordination Framework (RDCF)
- King County Comprehensive Emergency Management Plan (CEMP)
- Research and analytical methods
- Modern office practices, procedures, and equipment

Skilled In:

- Knowledge of computer software and teaching aids – Access, Excel, Word, PowerPoint, Outlook, Internet, Visio, Digital Projectors
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communications including public speaking
- Effectively dealing with the public in sometimes hostile situations
- Research and analytical methods
- Establishing and maintaining cooperative and effective working relationships with others
- Meeting schedules and time lines

Ability To:

- Work a flexible schedule and to work on several projects at once and work with interruptions
- Network with peer groups in receiving and sharing information related to the emergency management discipline
- Prepare for and teach as an individual or in a team-teach format using various methods of content conveyance.
- Provide leadership, guidance, and training in a team-oriented emergency management environment
- Develop policies and procedures for emergency planning, emergency management training, education, and emergency preparedness activities with all City departments, the Puget Sound Fire Emergency Management Division, and a variety of public and private entities
- Develop effective lesson plans and provide training on all aspects of emergency management
- Operate a personal computer and related software
- Assist with the coordination of people and the resources necessary for effective emergency response and recovery

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education:

- Any combination equivalent to graduation from high school or GED.
- Completion of FEMA courses: ICS 100, ICS 200, ICS 300, ICS 700, ICS 800 and within 1 (one) year completion of ICS 400
- Valid Washington State Driver’s License
- Level I instructor or equivalent

Preferred:

- Emergency Management Professional Development certification
- An Associate Degree in areas of business supervision and/or management is desirable.
- Washington State’s Professional Development Series.

Experience:

- Three (3) years of increasingly responsible emergency management experience including some financial or budgeting experience
- Or in place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual’s knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver’s License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, projectors, scanners, copy machines, PowerPoint projectors, software programs, fire extinguishers, digital camera, water/gas meter wrenches, search and rescue equipment, and disaster medical supplies. Operate an 800 MHz radio, Satellite phone and other communication devices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to handle or feel; talk and hear normally with or without mechanical assistance. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The primary work location for the position is in a City of Covington facility. This may be City Hall or other office location in a Covington facility. There would be a satellite office provided by Puget Sound Fire Emergency Management Division.

Work is performed in an indoor and outdoor environment, occasionally exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

Work is also performed in a fire department drill tower, on a drill field, climbing and descending stairs and standing for long periods of time. The environment in the drill tower may be dark. There can be live natural gas fires for drill purposes. The tower, drill field environment can also be at another physical site such as a school, conference center, or local business.