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## Auburn University Job Description

Job Title:	<b>Tech, Emergency Management</b>	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	<b>EE16</b>	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt	Level III	Grade 31 \$31,300 - \$52,100
		Level IV	Grade 32 \$35,000 - \$58,400

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### Job Summary

Performs a variety of tasks in support of public safety, security, and emergency preparedness.

### Essential Functions

1. Assists in the installation, programming, inspection, maintenance, and repair of all emergency communications equipment.
2. Assists in evaluating university facilities for designation of severe weather areas, coordinating emergency response teams, and developing emergency plans.
3. Instructs employees on the operation of emergency communications equipment.
4. Conducts inspections of severe weather shelter areas, recommends solutions to deficiencies, and monitors status of corrective actions.
5. Participates in emergency drills/exercises to evaluate current emergency plans and assists with corrective actions.
6. Assists the Campus-Community Emergency Response Teams (C-CERT) and the University Crisis Management Team when needed.
7. Provides support during emergency situations by coordinating emergency communications equipment and assisting with evacuation and shelter-in-place procedures.
8. Maintains records related to emergency equipment including locations, inspections, maintenance, and repairs.
9. Assists with preparedness campaigns, educational programs, and training.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a limited variety of simple, repetitive tasks.	Knowledge and/or skill to perform a limited variety of simple, repetitive tasks related to an engineering or scientific field.	High school diploma or equivalent.
II	Performs a variety of simple tasks.	Knowledge of standard procedures and tests related to an engineering or scientific field.	High school diploma or equivalent plus 1 year of relevant experience.
III	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.	High school diploma or equivalent plus 4 years of relevant experience.
IV	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as practical knowledge of a few specific engineering or scientific principles.	High school diploma or equivalent plus 6 years of relevant experience.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 1 year of relevant experience.
- Level III** High school diploma or equivalent plus 4 years of relevant experience.
- Level IV** High school diploma or equivalent plus 6 years of relevant experience.

#### Focus of Education

Coursework in Emergency Management, Fire Safety, Health and Safety, or related field.

#### Focus of Experience

Experience in the operation of emergency communications equipment.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011

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