

## JOB INFORMATION

|                         |                              |
|-------------------------|------------------------------|
| Job Code                | EE16A                        |
| Job Description Title   | Tech I, Emergency Management |
| Pay Grade               | CP04                         |
| Range Minimum           | \$34,230                     |
| 33rd %                  | \$38,790                     |
| Range Midpoint          | \$41,070                     |
| 67th %                  | \$43,360                     |
| Range Maximum           | \$47,920                     |
| Exemption Status        | Non-Exempt                   |
| Approved Date:          | 1/1/1900 12:00:00 AM         |
| Legacy Date Last Edited | 11/7/2011                    |

## JOB FAMILY AND FUNCTION

|               |                 |
|---------------|-----------------|
| Job Family:   | Campus Services |
| Job Function: | Campus Safety   |

## JOB SUMMARY

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

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>Assists in the installation, programming, inspection, maintenance, and repair of all emergency communications equipment.</li> <li>Assists in evaluating university facilities for designation of severe weather areas, coordinating emergency response teams, and developing emergency plans.</li> <li>Instructs employees on the operation of emergency communications equipment.</li> <li>Conducts inspections of severe weather shelter areas, recommends solutions to deficiencies, and monitors status of corrective actions.</li> <li>Participates in emergency drills/exercises to evaluate current emergency plans and assists with corrective actions.</li> <li>Assists the Campus-Community Emergency Response Teams (C-CERT) and the University Crisis Management Team when needed.</li> <li>Provides support during emergency situations by coordinating emergency communications equipment and assisting with evacuation and shelter-in-place procedures.</li> <li>Maintains records related to emergency equipment including locations, inspections, maintenance, and repairs.</li> <li>Assists with preparedness campaigns, educational programs, and training.</li> </ul> |
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## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                                                                    |     | Years of Experience | Focus of Experience                                                |  |
|-----------------|---------------------------------------------------------------------------------------|-----|---------------------|--------------------------------------------------------------------|--|
| High School     | Coursework in Emergency Management, Fire Safety, Health and Safety, or related field. | And | 0 years of          | Experience in the operation of emergency communications equipment. |  |

Substitutions Allowed for Experience

Yes

*Substitution 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.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and/or skill to perform a limited variety of simple, repetitive tasks related to an engineering or scientific field.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |
| Extreme heat      |       |        |              | X          |            |
| Humidity          |       |        |              | X          |            |
| Wet               |       |        |              | X          |            |
| Noise             |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.