

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

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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