

COORDINATOR – SAFETY AND SECURITY  
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Coordinates municipal emergency preparedness activities and safety programs for employees and the public; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, the incumbent of this position is responsible for the coordination of the Town of Cortlandt's emergency planning, preparedness and the development and coordination of the Town's safety policies and procedures. Responsibilities include the development of a coordinated plan of emergency resource identification; the coordination of local emergency service providers; and the development and coordination of compliance programs regarding various Occupational Safety and Health Administration (OSHA) and New York State Department of Labor regulations. The incumbent interacts with various governmental officials, emergency service providers, municipal employees and the general public. Supervision is not an aspect of this position.

EXAMPLES OF WORK:

Develops and coordinates a program of emergency resource identification;

Coordinates the efforts of local emergency services providers;

Coordinates the Town's staff and equipment in responding to disasters or natural events;

Reviews and develops various local emergency response plans and building emergency action plans;

Coordinates and develops compliance programs regarding various OSHA and NYS Department of Labor regulations;

Develops, plans and coordinates employee safety policies and procedures;

Represents the Town administration in implementing the Indian Point Radiological Emergency Plan; in dealings with the Westchester County Department of Health and Office of Emergency Management; the Cortlandt Regional Paramedic Advanced Life Support Administration and Planning Committee; the Cortlandt Regional Task Force for Emergency Planning, etc.;

Develops an emergency operations center for the coordination of the municipal response;

Works with the Citizen Corps Council, a FEMA initiative, to recruit and train volunteer emergency responders;

Assesses various municipal buildings for purpose of safety and security, fire exits, etc., and performs a risk assessment;

Chairs the Town's Safety Committee and responds to municipal employee worksite issues;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Develops fire evacuation plans for municipal buildings,

Identifies risks and assess vulnerability of municipal buildings;

Reports to the Town Supervisor and Town Board, both orally and in writing, relating to matters of emergency preparedness and employee safety;

Coordinates the integration of other local governmental units in regional implementation of the Indian Point Radiological Emergency Plan (Northern Tier Coalition);

Makes presentations before various public and community groups;

Develops, prepares and presents a budget and spending plan for emergency supplies, equipment and building security enhancements within the existing Department of Environmental Services budget;

Completes required OSHA and/or Department of Labor reporting documents;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of emergency management services and disaster planning and all applicable federal, state and local laws and procedures; good knowledge of the general plans, organizations and functions of emergency management at local, state and national levels; good knowledge of municipal governmental functions and activities; good knowledge of the network of emergency service providers and availability of local services; good knowledge of OSHA and NYS Department of Labor regulations and recordkeeping requirements; good knowledge of the principals and practices of public administration as they pertain to emergency planning, security and employee safety; working knowledge of the Indian Point Nuclear Facility emergency evacuation plan; ability to analyze and evaluate problems; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials and professionals at the local, state and federal level; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; sound professional judgment in handling emergencies; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) a Bachelor's or Master's Degree in Emergency Management; or b) a Bachelor's Degree and a certificate of training issued by the Emergency Management Institute\*; or c) a Bachelor's or Master's Degree in Business Administration, Public Administration or closely related field and three (3) years of administrative experience in public works, emergency management or risk management, or, d) seven years of administrative experience in public works, emergency management or risk management; or e) a satisfactory equivalent combination of the foregoing training and experience.

\*The Emergency Management Institute is a recognized institution of the Federal Emergency Management Agency.

Note: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism.