



TOWN OF MANCHESTER



POSITION AVAILABLE

EMERGENCY MANAGEMENT TECHNICIAN

**37.5 hours/week
\$37,474 - \$56,584**

CLOSING DATE: FRIDAY, FEBRUARY 4, 2005

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction of the Fire Chief or his designee, coordinates development of the Town emergency plans for EOP Base and annexes, resource inventory, LEPC (Local Emergency Planning Committee) including administration, public relations, public education, special needs outreach and integration of databases. Provides agency relations and Town-wide All-Hazard/Risk Analysis. Participates in and arranges training and exercises for emergency responders (town and volunteer) and provides information to the public. Inspects hazardous facilities. May be required to conduct life safety inspection when certified as a life safety inspector

REQUIREMENTS:

EDUCATION: Associate's degree in business, public administration, physical, environmental, computer, fire, or emergency medical studies or related field. Bachelor's degree preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

EXPERIENCE: Experience using chemical or hazardous material information and personal computers.

LICENSE: CT certified Life Safety Inspector desirable. Must maintain certification of Hazardous Materials and/or Life Safety Inspection after obtaining certification.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.ci.manchester.ct.us/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, February 4, 2005 or must be postmarked by Friday, February 4, 2005. No faxed or e-mail copies of resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.