

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## EMERGENCY SERVICES OFFICER

Revision #

Date: 9/12/2005

Approved By:

---

**Reports to:** Fire Chief or Emergency Services Manager

**Supervisory Position:** No    **PFA:** No    **Safety:** No    **FLSA Exempt:** No

---

### **General Position Description**

Provides services to the Fire District in the area of emergency services, including preparedness, response, recovery, and mitigation; and assists with the completion of reports, procedures, and plans related to these duties. Assists with the coordination of the emergency operations center, performs administrative tasks in support of the Emergency Services Manager and other agency executives, and coordinates and trains volunteer forces and staff assigned to the emergency center. Competently uses a variety of office equipment, computers, and software programs necessary to complete assigned duties.

### **Principle Duties and Responsibilities**

The Emergency Services Officer assists the Emergency Services Manager with the coordination of the following activities for both the Apple Valley Fire Protection District and the Town of Apple Valley:

- Implements the Standardized Emergency Management System and the National Incident Management System.
- Maintains and updates local plans and applicable standard operating procedures.
- Provides educational programs to the general population and schools.
- Presents reports and presentations, both verbal and written, to community groups.
- Ensures the readiness of the Emergency Operations Center and the Mobile Command Unit, including equipment and supplies.
- Assists in the Emergency Operations Center during its activation.
- Schedules training for EOC responders, volunteer forces, community groups, and other public and private entities in a variety of emergency management areas.
- Coordinates emergency management exercises/drills.

**APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION  
EMERGENCY SERVICES OFFICER**

**Revision #**

**Date:** 9/12/2005

**Approved By:**

---

- Collects data for disaster recovery reporting.
- Maintains records of all emergency management operations.
- Provides other related services as directed.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.