

Position Description

Position Title: EMA MEMBER

Department: EMA

Reports to: EMA Director

FLSA Status: NONEXEMPT

Position Summary: EMERGENCY MANAGEMENT MEMBER

Will respond to a wide range of emergencies and non-emergency events to either assist primary emergency responders or operate independently in times of natural and manmade disasters

Essential Duties/Responsibilities:

Able to assist in traffic control, scene security, emergency scene lighting, first aid services, clearing of storm damage from roadways and manpower assistance and numerous of other tasks.

Members will be doing traffic assisting PD/FD for traffic accidents, power outages, protecting citizens from down powerlines, assist with parking at the minor league park, blocks/shut down streets for parades, 5k, and fests.

Position Qualifications

- Emergency Services Training
- Severe Weather Monitoring
- Traffic Control
- Neighborhood Patrol
- Special Community Events
- Communications
- Emergency Scene Lighting
- Emergency Operations Center Support
- Emergency Preparedness Education

The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Education/Experience/Training

Education: High School graduate or GED Minimum 21 years of age
Experience: Experience desired, will train. Certifications: CPR, AED and First Aid Certification

**Required training 1st aid/cpr, weather spotting classes, NIMS, IDOT TIM training, on line OSHA, and in person classes, members have training in search and rescue, CERT.

Skills/Abilities

- Ability to maintain effective and respectful work relationships with appointed and elected officials, village staff, and the general public.
- Proficiently use computers, Microsoft Office applications, and general office equipment
- Effectively respond to stressful or high pressure environments; meet deadlines and perform multiple tasks under pressure
- Good communication skills
- Valid driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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