



CLASS SPECIFICATION

Class Title: Emergency Preparedness Trainee
Department: Sheriff
FLSA: Non-Exempt

Class Code: 7753
Grade: 17
Eff. Date: 4/15/2025

GENERAL PURPOSE

Under the direction and guidance of the Emergency Services Manager, assist in the development of emergency plans, training programs and other efforts in an all hazards approaches to emergency preparation and management.

EXAMPLE OF DUTIES

Collaborates with local, state and federal officials in preparation and analysis of emergencies in the absence of the Emergency Services Manager. Maintains effective lines of communication and working partnerships.

Assists in conducting evaluations to determine the types of emergency-related needs for disaster planning, response, and recovery in collaboration with local, state, and federal agencies. Assists in coordinating disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.

Exercises sound judgment and communication skills. Assists with planning and documents/records plans for future response structures; maintains accurate records and ensures accessibility for use by the Emergency Services Manager and other Sheriff's Office staff.

Assists the Emergency Services Manager by preparing plans that outline operating procedures to be used in response to disasters/emergencies such as earthquakes, severe weather, terrorist attacks, or other situations deemed an emergency for recovery of such events.

Assists with revisions to emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations

Assists in creating a countywide training plan and program to prepare for pandemics, natural disasters and other emergencies.

Assists in testing and evaluating emergency management systems in accordance with state and federal regulations.

Assists in evaluating and maintaining equipment and technology related to emergency management functions. Maintains situational awareness and proper response in an emergency situations.

Maintains a working knowledge of current federal, state and local regulations affecting emergency plans, and ensures plans adhere to all relevant regulations.

Assists with maintenance and updates all resource materials associated with emergency preparedness plans.

Assists with revisions of emergency plans of other organizations such as medical facilities to ensure adequacy.



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Assists in developing and implementing public education programs; trains and educates citizens. Works with community organizations, volunteer groups, governmental agencies, and community leaders to implement and maintain effective programs.

Assists in applying for federal funding for emergency management related needs; assists in administering grants and other funding.

Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.

In the absence of the County Emergency Services Manager, may be called upon to participate in incident command or unified command structure in response to emergency events. In addition, may be called upon as Point of Contact (POC) to operate the Emergency Operations Center (EOC).

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in emergency management, disaster mitigation, or a related field.

An equivalent combination of related education and experience may also be considered; related education and experience may be substituted, one for the other, on a year-for-year basis.

2. **Special Qualifications:**

Must pass a criminal history background investigation.

Must possess (or obtain within three months of hire date) and maintain BCI access.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on County business must maintain the minimum vehicle liability insurance as specified in Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: current practices, principles and trends in emergency management including but not limited to NIMS; local, state, and federal emergency management policies and programs and regulations affecting emergency plans; principles and techniques of effective training and motivation; recording and reporting of activities; County and departmental policies, procedures, and practices.



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Skill in: operating all applicable computer hardware and software applications/programs; speaking and presenting in front of public audiences.

This position may require driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: identify types of training necessary for employees, community liaison representatives and coordinate presentations with individual departments; effectively collaborate with local, state and federal officials; maintain effective lines of communication and working partnerships; prepare and present written and oral reports; make public presentations; compose written correspondence; maintain files, records, and reports; maintain composure during emergency situations; work for sustained periods of time maintaining concentrated attention to detail; communicate using various types of radio equipment; maintain confidentiality; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies, community professionals, intra and interdepartmental personnel, and the general public.

Working Conditions

Work in a secure facility requiring alertness and swift reaction to unexpected situations and emergencies; requires sound judgment during emergency situations; irregular hours which includes evenings, weekends, and holidays during emergency operations; prolonged hours which may include limited sleep time during emergency operations; exposure to adverse conditions; exposure to highly stressful and demanding work environment during emergency/critical incidents; manage/perform multiple tasks simultaneously.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***