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DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: EMERGENCY SERVICES MANAGER

Exempt: Yes	**Job Type**: 5440M
Pay Grade: M530	**Department**: Office of the Sheriff
Approved By: Sheriff Darren Weekly	**Date:** 01-10-2023

Definition of Work: This is a highly responsible management position charged with the administration, supervision, and strategic direction of the Emergency Services Unit within the Office of Emergency Management (OEM). The incumbent responds to the field to assume operational control of emergencies as needed and facilitates interagency coordination, cooperation, and planning. The incumbent will provide oversight, strategy, direction, and comprehensive program management of the Douglas County Helitack program. *This position may require flying in helicopters during emergencies and training.

General Duties: To reduce the risk of injury, loss of life or damage to property or the environment as a result of natural or human caused events or action. Develop and implement an integrated wildland fire management and all-hazard response program that addresses the core tenets of prevention, response and recovery designed to prevent and/or mitigate loss of life and damage to property.

Supervision Exercised: Administrative supervision of all staff within the Emergency Services Unit. Direct supervision of Emergency Services Supervisors as well as assigned personnel during wildland fire disasters and other emergencies. Direct and indirect supervision of the Douglas County Sheriff's Office (DCSO) Wildland Fire Handcrew.

Supervision Received: Receives minimal supervision. Reports directly to the Emergency Management Director.

Examples of Duties and Responsibilities: (The following examples are illustrative only and are not intended to be all inclusive.)

- Manage, supervise, plan, organize and direct the Emergency Services Unit within the Office of Emergency Management.
- Manage and provide comprehensive administration of the Douglas County Helitack program.
- May operate as Helicopter Manager/Helitack Crew Leader and respond to wildfires by flying in helicopters, coordinating air-to-ground fire suppression operations, and supporting logistical missions.
- Respond on-scene to emergency wildland fires and provide leadership, supervision, direction and coordination of all aspects and phases of wildland fire suppression efforts.

- Analyze, decide upon and implement time-sensitive decisions with limited information that may have life and death consequences regarding firefighter and public safety.
- Exercise independent decision-making authority as approved by the OEM Director and Sheriff regarding strategy and tactics related to fire suppression; ordering resources such as aviation, fire crews and heavy equipment for fire suppression; obligating emergency funds related to fire suppression and calling out special teams such as DCSO hand crew and Public Works heavy equipment team.
- Advise patrol supervisors, OEM Director, and the Sheriff regarding emergency evacuations.
- Coordinate wildland fire and other disaster response with local agencies, state agencies and federal agencies to maximize efficiency and prevent/mitigate loss of life and property.
- Provide on-scene resource support, incident command organizational structure development, and technical advice during multi-agency incidents, county-wide impact incidents, mass casualty incidents and other requested responses.
- Engage in fighting wildland fires and other disasters and fill incident command positions as qualified and needed during initial attack and extended attack incidents.
- Serve as liaison to OEM Director and the Emergency Operations Center (EOC) during emergencies.
- Assist the OEM Director in development and implementation of goals, objectives, policies, procedures and priorities of the Emergency Services Unit and Office of Emergency Management.
- Supervise and ensure quality and compliance of incident reports, personnel records, personnel actions, timesheets, leave requests, injury reports, performance evaluations and such other departmental forms as needed.
- Administer personnel matters including recruiting, training, assigning work, scheduling performance management, and submitting records and reports.
- Achieve and maintain certifications and training as required by the Sheriff for Limited Commission status and enforce criminal ordinance violations within the scope of authority as determined by the Sheriff.
- Within the scope of authority determined by the Sheriff, respond to calls for service and utilize independent discretion in determining appropriate courses of action regarding criminal or potentially criminal violations of appropriate ordinances and statutes.
- Prepare documents required for state or federal assistance during a wildland fire including assumption of duty or delegation of authority as authorized by the OEM Director and Sheriff.
- Provide fiscal management over assigned budget funds and preparation of annual and special budget requests.
- Purchase specialized equipment, motorized equipment, uniforms and personal protective equipment.
- Assist the OEM Director in the preparation, execution and currency maintenance of applicable IGAs, MOUs contracts, County Resolutions and Ordinances and Annual Operating Plans.
- Make recommendations to the Sheriff regarding fire restrictions using scientific data, objective and subjective criteria.
- Serve as coordinator of the Douglas County Incident Management Team.

- Serve as liaison or representative of the Douglas County Sheriff's Office and Douglas County Government on various boards, commissions and/or other requested assemblies.
- Deliver public presentations on wildland fire, all hazard disaster and other emergency services topics.
- Deliver wildland fire suppression training courses and certification tests to DCSO and Douglas County staff and other agency personnel.
- Attend training courses, meetings and conferences to stay current on best practices and state of the art equipment, strategies and tactics.
- Other duties as assigned.

Consequence of Error: The inability or failure to properly perform the duties of this position may result in the improper use of available emergency response resources and failure to be at the appropriate level of preparedness, potentially resulting in the wide-spread loss of life, damage to public and private property and natural resources.

Education and/or Experience: A Bachelor's degree in forestry, fire management, natural resource management, biological sciences, agriculture or closely related field and 8 years of experience is required OR combination of appropriate education and experience. Appropriate experience is defined as experience that equipped the incumbent with the knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include work on fire management plans, working on or managing a helitack program, assisting in fuels management, documenting hazardous fuels in various environments, participating in prescribed burns, or serving as a wildland firefighter.

Must be qualified as at least ONE of the following NWCG Single Resource Boss positions (CRWB/ENGB/HMGB) PLUS Helicopter Crew Member (HECM) AND Incident Commander Type 4 Trainee (ICT4t). Preferred NWCG qualifications include ICT3, DIVS, TFLD, AOBD, ASGS, ATGS, HEBM, HMGB.

Special Requirements:

- Willingness and ability to fly in helicopters during emergencies, to include training for emergency response.
- If not already qualified as NWCG Incident Commander Type 4 (ICT4), must successfully attain ICT4 qualification within three years of hire date.
- Ability to obtain and maintain a valid Colorado driver's license during employment at DCSO.
- Ability to maintain arduous NWCG Qualifications as required.
- Ability to successfully pass training requirements for Limited Commission status as required by the Sheriff.
- Knowledge of the National Incident Management System, fire suppression and EMS operations and procedures.
- Prior wildland firefighting experience on the Fireline is a mandatory requirement.
- Knowledge of Colorado statutes related to the Sheriff's Fire Warden responsibilities and ordinances pertinent to Limited Commission enforcement responsibilities.

- Ability to work outdoors in adverse conditions for extended periods of time.
- Ability to perform under stress and perform physical demands consistent with all essential job functions, such as lifting 40lbs from a standing position and walking up a steep grade at high elevations for 30 minutes.
- Vision correctable to 20/20.
- Able to pass qualifying exams and background checks.
- Willingness to work on-call on a rotating basis as required, 24 hours a day, 7 days a week. 365 days a year.

Essential Functions:

Supervision:
Establish and maintain effective professional relationships. Applies personnel management knowledge and leadership skills to effectively lead a team.

Safety:
Applies appropriate safety precautions in hazardous and potentially dangerous situations. Operates equipment in a safe manner. Reports safety incidents and concerns.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Department Policies and Procedures: Demonstrates a working knowledge of and compliance with all Douglas County Sheriff's Office and Douglas County Government policies, procedures and directives.

Mental/Emotional Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional and intellectual stress. Comprehends and processes new information quickly and accurately, retains relevant information, remains calm and effectively communicates under pressure and unusual circumstances.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment, and utensils. Ability to perform under stress and perform physical demands, such as lifting 40 pounds from a standing position and walking up a steep grade at high elevations for 30 minutes.

Public Interaction: Able to communicate well with members of the community, law enforcement, fire service and personnel from other agencies.

Geography Skills: Ability to read, locate areas and interpret geographical features on a map.

Decision Making Skills: Ability to make quick and effective decisions.

Reasoning Ability: Ability to recognize, investigate, analyze, and communicate on a wide variety of complex problems with large numbers of stakeholders and recommend effective solutions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while

under personal stress.

Vehicle Operation: Operates vehicles during routine and emergency operations under varying road and weather conditions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation

Supervisory Skills: Ability to perform effective supervision including recruitment, hiring, scheduling, performance management, conflict resolution and training.

Writing Skills: Ability to complete incident reports, emergency management plan, performance appraisals, training courses and public presentations.

Supervisory Skills: Ability to perform effective supervision including recruitment, hiring, scheduling, performance management, conflict resolution and training.

Contacts: This position has daily contact with County employees, County department directors, employees of other jurisdictions, the public, and various Local, State and Federal Officials.

Independent Judgment: Work is performed under the direction of the Emergency Management Director. Incumbent is given broad terms and format, allowing a great amount of latitude and individual judgment, to accomplish goals and achieve desired results.

Work Environment: Work is performed in both office and field-based settings. Field work may be performed under any weather and lighting conditions 24 hours a day, 7 days a week, 365 days a year. Under emergency situations, the environment may be of a more serious nature such as being exposed to smoke from fires, hazardous materials, natural disaster scenes and inclement weather.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.