

JOB POSTING

Emergency Services Training Coordinator

POSITION SUMMARY:

The Emergency Services Training Coordinator functions under the Department of Emergency Services (TCDES) and supervises the education, certification, and delivery of continual training and exercises. The position also facilitates the long-term planning and implementation of training and exercise strategy, goals and objectives for Tioga County as well as in participation with the entire North Central Task Force (NCTF).

ESSENTIAL FUNCTIONS:

- Surveys local Emergency Management Coordinators, Emergency Medical Service (EMS), Fire/Rescue, and Law Enforcement agencies in order to identify and prioritize county-wide training goals and objectives
- Coordinates the development of the annual public safety training schedule for each upcoming year, in congruence with Tioga County's Multi-Year Training and Exercise Plan (MYTEP)
- Implements the MYTEP by planning, budgeting, contracting, scheduling, advertising, and registering students for, and monitoring the evaluation of, its courses & exercises
- Staffs the Emergency Operations Center (EOC) during activations
- Represents Tioga County Emergency Services on committees and councils related to training and exercises or other Emergency Management areas as required
- Coordinates regular Continuing Education (Con-Ed) for Elected Officials, EMA, EMS, Fire/Rescue, and Law Enforcement
- Leads a planning team to design training & exercises, and present them to Emergency Management staff, emergency responders, other key stakeholders, and the public
- Represents Tioga County on the North Central Task Force (NCTF) Training and Exercise Committee
- Attends frequent evening and weekend meetings and training sessions
- Handles SARA Title III (Superfund Amendments and Reauthorization Act) tracking and invoicing
- Handles Emergency Response Plans for the Planning Facilities within the County
- Additional duties as assigned

EDUCATION AND EXPERIENCE:

- Graduation from high school or possession of a GED certificate
- Thorough (3 years or more) experience as a trainer/educator/teacher

ADDITIONAL REQUIREMENTS:

- Successful completion of a standard public safety background check
- Valid Driver's License

- Attain County Basic Certification within 2 years
 - ASHI CPR Instructor
 - FEMA IS-100, IS-200, IS-700, IS-800
 - FEMA ICS-300 & ICS-400

HOURS: Monday through Friday 0800 to 1630hrs (potential for emergency activation 24/7/365), adjusted as needed for evening and weekend hours

RATE OF PAY: \$13.00/hour

Interested individuals must submit an application to the Human Resource office located at the Tioga County Courthouse (118 Main Street, Wellsboro, PA 16901). Applications can be found on the County website www.tiogacountypa.us under the printable forms section on the right side of the screen. For additional questions or a full copy of the job description you may contact the Human Resources office at 570-723-8204 or mcarl@tiogacountypa.us.

Tioga County is an Equal Opportunity Employer.

Posting dates: November 18, 2021 to December 10, 2021