

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Specialist III

Function Code: 7125-023

Position Title: Hazardous Materials Response Coordinator

Date Established: 11/18/02

Position Number: 42564

Date of Last Amendment: 06/25/2018

SCOPE OF WORK: Plans, trains, directs and coordinates the state services responding to mitigate an incident of terrorism, industrial accident, motor vehicle accident and or a spill of hazardous materials under authority of RSA 153:4-aIII. Works to promote the coordination and command of resources critical to the safety of the public, emergency responders, and the environment. Works under the administrative direction of the State Fire Marshal.

ACCOUNTABILITIES:

Coordinates the response of state agencies to hazardous materials incidents.

Assists the local incident commander with command, logistics, and resources at a hazardous materials incident. Assumes control of hazardous materials incident as authorized by RSA 153:4-a when deemed necessary by the Director or at the request of the local fire chief and authorized by the Director.

Coordinates and conducts the training and procedures of the state's regional hazardous materials response teams and state agencies.

Assists the regional response teams and local communities with identifying and applying for state and federal grants.

Advises local communities that are not currently served by a hazmat team with the establishment of a team(s) to serve those areas.

Oversees the preparedness of the hazmat teams to handle a bio-terrorism or chemical terrorism attack.

Assist local communities in their efforts to obtain reimbursement for emergency responses pursuant to RSA 154-8-a, II-a.

Promotes effective application of State Fire Code.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major in Fire Science, Environmental Engineering Technology, Chemistry, Management, Environmental Engineering Science or Fire Protection Technology. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional or paraprofessional experience in coordination of response to hazardous material incidents, including the training and/or establishment of new hazardous materials response teams; coordination of an incident command for emergency management clean-

up including: program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license, if necessary for travel throughout the state.

SPECIAL REQUIREMENTS:

Selected candidate will undergo a fingerprint based criminal background check and motor vehicle record check in order to ensure suitability for exposure to confidential information.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date Reviewed

I have discussed the work responsibilities outlined in this job description with the above employee.

Supervisor's Title and Position Number: _____

Supervisor's Signature

Date Reviewed



CPM

06/25/2018

Division of Personnel

Date Approved