



# VILLAGE OF DOLTON

Tiffany A. Henyard.....Mayor

Alison Key.....Village Clerk

## TRUSTEES

Kiana L. Belcher

Tammie Brown

Andrew Holmes

Jason House

Brittney Norwood

Edward Steave

## JOB DESCRIPTION

### **Emergency Services Disaster Agency/Emergency Management/Homeland Security Member**

#### **GENERAL PURPOSE OF POSITION:**

It is the task of the Village of Dolton Fire Department Emergency Service & Disaster Agency (ESDA)/Emergency Management to educate, prepare for and assist in the mitigation of a recovery from emergency situations, whether naturally occurring or man-made, within the Village of Dolton.

#### **JOB CONTEXT:**

##### **Emergency Services Disaster Agency**

The ESDA program shall be staffed primarily with residents from the Village of Dolton to assist in a time of an emergency. The ESDA/Emergency Management Division will be a branch of the Village of Dolton Public Safety Division (Fire Department, Police Department, and Public Works Department).

It will also allow potential members an opportunity to receive a free fire service education with the instructors on our staff. With the ESDA/Emergency Management Division being a division of the Fire Department, interested members may receive education points as well as experience points when they take the next entrance exam to become a full-time firefighter with the Dolton Fire Department.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Administration of the Fire Department, Police Department, and Public Works Department shall oversee the Emergency Services Disaster Agency/Emergency Management Member. The ESDA/Emergency Management Director and Assistant Director shall oversee the operations and training of the ESDA/Emergency Management member. A response guideline for emergency incidents will be presented for the members to respond to as Paid On-Call (POC) members of the ESDA/Emergency Management Division of the Fire Department. The members shall only be compensated for call-outs and training exercises, and shall be considered Part-Time employees. All members will be considered Paid On-Call members. The compensation for training and POC responses shall not exceed \$15.00 per hour, with no benefits.



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### Emergency Services Disaster Agency/Emergency Management/Homeland Security Member

#### **The Paid On-Call ESDA members' duties include, but not limited to:**

- Assisting all Village departments when needed.
- ESDA shall staff Dolton residents, who will have the opportunity to be trained in severe weather spotting by the National Weather Service and to the level of a Basic Operations Firefighter through the Office of the State Fire Marshal.
- Assisting on the scene of an incident by providing traffic control and auxiliary lighting at major traffic accidents, structural fires and other incidents deemed necessary by the respective Village departments incident commanders.
- Shall respond to natural disasters and assist the Public Safety Divisions.
- Assist the public safety agencies with residential evacuation and/or shelter in-place procedures for hazardous material incidents.
- The ESDA members ***shall not perform*** Law Enforcement Duties, Firefighting & EMS Duties, and Public Works Duties as outlined in each departments Collective Bargaining Agreements.
- Additional educational opportunities will be made available through law enforcement and public works.

*Performs other duties as directed*

#### **Minimum Job Requirements:**

- 18 years of age by time of hire
- High School Graduate or GED equivalent
- Valid Driver's License
- Village of Dolton Resident (Preference)



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### **Application Period to Implementation:**

Applications for the program would begin December 2021, with a lottery to select the members of the ESDA program. Selected members would have to complete a comprehensive background checks and follow the hiring practices that the Village of Dolton currently follow in the VOD Employee Handbook.