

CITY OF WATERVILLE  
EMERGENCY MANAGEMENT TEAM MEMBER

The City of Waterville is seeking to employ 3 Emergency Management Team Members.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Assist the Emergency Management Coordinator with the functionality of the Emergency Operations Center (EOC). Provide effective and respectful communications and interactions with other employees, supervisors, community members and individuals from other organizations. Act quickly and calmly in response to emergency situations of all capacities. Assist in providing on-scene support to emergency responders and responding agencies. Assist with locating resources needed during emergency situations. Assist with all forms of documentation needed for Emergency Management. Demonstrate strong leadership abilities, organizational, public relations, communication, and people skills. Assist with overseeing the supervision of all responding organizations and volunteers. Work closely with City Council, commissions, boards, and staff.

It shall be the duty of the city's emergency management to perform the duties and functions assigned by the emergency response and disaster event management plans. Perform duties associated with storm and flood watch. Assist public in emergency Situations. Emergency management team members support the frontline emergency services, e.g. in dealing with severe weather, contamination hazards or searching for missing people.

Minimum Qualifications: High school diploma or GED

Valid driver's license

Application scan be obtained from the Waterville City Hall at 200 Third Street South or downloaded from [www.cityofwaterville.com](http://www.cityofwaterville.com)

Application Deadline: Open until Filled

Dated: August 19, 2024