



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: January 4, 2018
Subject: Limited-Service Position Request #2906 and Grant Request #2907

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the administration.

JFO #2906 – One (1) limited-service positions within the VT Dept. of Public Safety. The position would be titled Urban Search and Rescue Program Manager. The position would manage a team of temporary positions charged with responding to specific emergency incidents, as a function of the State Emergency Operation Center (EOC). Currently, this is a temporary position and the Department is seeking to make it a full-time limited-service position due to the demands placed on the individual currently serving in the role. The position would be 100% federally funded through July 31, 2019.

[JFO received 12/28/17]

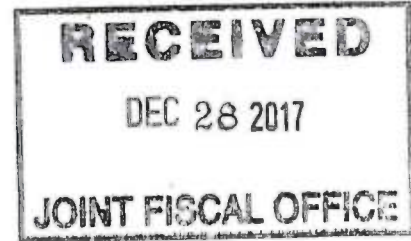
JFO #2907 – \$6,000 from the American Bar Association to the Vermont Attorney General's (AGO) Office. The funding would be used to hire a law student in the summer within the Consumer Protection Program for 6-8 weeks. This grant was previously awarded to the AG's office on an annual basis but lapsed after 2015 and is now being renewed.

[JFO received 01/04/18]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by January 18, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2906

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form



This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Safety Date: November 7, 2017

Name and Phone (of the person completing this request): Michael Desrochers, Director of Fire Safety, 802-479-7539

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2108

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

US Department of Homeland Security, Homeland Security Grant Program CFDA# 97.067

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Urban Search & Rescue Program Manager	1	Fire Safety	End date for FFY16 is July 31, 2019

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position is responsible for the day-to-day operation of the Urban Search & Rescue Team. Vermont Emergency Management relies on the team to respond at the request of local municipalities and other states to provide critical life safety responses to flood events, building collapse, confined space and trench rescue. Managing the program cannot be accomplished on a part-time basis due to training demand, management and responses.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature]
Signature of Agency or Department Head Thomas D. Anderson Date 11/8/17

[Signature]
Approved/Denied by Department of Human Resources Date 11/16/17

[Signature]
Approved/Denied by Finance and Management Date 22 Dec 17

[Signature]
Approved/Denied by Secretary of Administration Date 12/26/17

Comments:

will reduce the need for temp position - AP



State of Vermont
Division of Fire Safety Central Office
1311 U.S. Route 302 - Berlin
Suite 600
Barre, VT 05641-2351
www.FireSafety.Vermont.Gov

[phone] 802-479-7561
[fax] 802-479-7562
[toll free] 1-800-640-2106

Department of Public Safety

TO: Tom Anderson, Commissioner, Department of Public Safety
DPS Classification Committee

FROM: Michael Desrochers, Executive Director, Division of Fire Safety, DPS

DATE: November 7, 2017

RE: Position Request: Urban Search & Rescue Program Manager

The Urban Search & Rescue team was assembled three years ago within the Division of Fire Safety. This team of approximately 90 temporary employees responds to emergency incidents involving swift water rescue, structural collapse, confined space rescue and trench rescue. The team is a state support function at the Emergency Operation Center (EOC) and is a valuable response asset to the State of Vermont. The team assists local incident commanders and the fire investigation unit in shoring up buildings in emergency situations to stabilize structures allowing response assets to enter.

Since the team's inception in April, 2014, Michael Cannon has been serving as Emergency Preparedness Coordinator. This position, however, is a temporary position and maximum work hours are restricted by state and federal legislation. The sheer volume of work involving training, logistics, participating in state and federal emergency exercises and responding to incidents upon request makes it impossible for Mr. Cannon to perform this job within the required constraints. This is a federally funded position and I have submitted a request to the JFO for a full-time limited service position, rather than a temporary position.

A job specification and Request for Review (RFR) are attached for your consideration.



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
New Mgt Level _____ B/U _____	OT Cat. _____	EEO Cat. _____ FLSA _____
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

The Urban Search and Rescue occupation requires specialized training in the area of swift-water rescue, structural collapse, confined space rescue and trench rescue. These advanced technical skills are not available in many Vermont rural fire departments. The USAR Team is comprised of 90 temporary urban search and rescue technicians. The Vermont USAR Task Force (VT-TF-1) is represented at the State Emergency Operation Center (SEOC) in state support function 9. The team responds to emergency incidents at the request of Vermont Emergency Management (VEM) to offer assistance to the local municipal Incident Commander (Fire Chief). Most responses are associated with swift water rescue (life or death) situations requiring a rapid and decisive response.

Day to day operation and management of the team is directed by program manager/team leader with vast experience in technical rescue operations. The manager is responsible for the following:

1. Oversees approximately 90 temporary employees. Approves team members time sheets and reviews and approves out of state travel to attend training based on priorities. Is responsible for recruiting and retaining Task Force personnel.
2. Plans, manages, organizes and implements monthly training for team members. Training records are stored electronically and team member certifications are monitored. This requires coordination between fire departments and other associated members and partners including the national guard. Training of VT-TF-1 includes working directly with the State Technical Rescue Training Program at the Vermont Fire Academy.
3. Develops the annual budget covering operating cost, training, salary, equipment and all associated expenses related to the team's operation.
4. Manages and completes grant proposals and completes quarterly reporting making adjustments in the budget ensuring changes are accurately reflected in our Letters of Understanding (LOU) with the Department of Homeland Security.
5. Responsible for all phases of program development, coordination with the local Fire USAR Response System, and training of the Task Force and associated member agencies. As part of its training program, VT TF-1 is assisting in the development of the State Technical Rescue Training Program with the Vermont Fire Academy.
6. The Program Manager is responsible for the accounting of federal and state funds obligated for the development of the USAR response system and for equipping and

- training the State Task Force. This includes the management and delivery of Federal Homeland Security Grants at annual cost of approximately \$400,000.00.
7. Develops and maintains Memorandums of Understanding of working agreements with other local partners for the State wide response to USAR incidents. The USAR Program Manager is responsible for coordinating these agreements between the local partners (fire departments) and Emergency Management.
 8. Works with Task Force Managers to review, develop and prioritize short-term and long term needs. Develops fiscal and operational plans that impact the spending decision and makes recommendations to the Director including budget preparation.
 9. Responsible for ensuring the team is ready 24/7 to respond to emergencies in support of the USAR System including, staffing the Search and Rescue SSF9 position at the Emergency Operation Center during emergency disaster incidents.
 10. Responsible for overall Task Force management during times of readiness, alert, activation and deployment.
 11. Responsible for ensuring the USAR Team can fulfill its Federal Response Capability to assist other states through the Emergency Management Assistance Compact (EMAC). This involves management of uniformed personnel working 24/7/365 to support the Task Force as well as families of deployed members.
 12. Responsible for locating and setup of remote radio and computer packages to communicate with the State Emergency Operations Center as well as other FEMA and State partners. The Manager is responsible for maintaining and updating State EMAC documents to provide for USAR deployments out-of-state, at the request of other State teams or Federal partners.
 13. Interacts with State, Federal and local officials to ensure the programs under management meet expectations.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The USAR Program Manager interacts daily with the Director of the Fire Safety Division, State Emergency Management Director and Logistics Chief, Vermont National Guard Liaison and Local Fire Chiefs as well as USAR Managers, Task Force Leader and other USAR technicians. The Program Manager is also in contact with the Managers of Partner Federal and State USAR Teams in Massachusetts and New York regarding readiness and training opportunities. These contacts are key to continued modernization and updates to FEMA and State rules as they relate to USAR and the EMAC mission readiness.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools,

technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

The USAR Program Manager is certified at all levels of Technical Rescue relevant to National Fire Protection Association (NFPA) 1670 and NFPA 1006 and maintains annual skill reviews in Rope Rescue, Confined Space, Trench, Structural Collapse, Moving Water and Flood Rescue. The job requires the ability to move large emergency vehicles carrying the agencies response equipment. Significant computer skill is required for the maintenance of electronic records systems as well as software knowledge for field operations during disasters.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

The USAR Program Manager has 12 direct reports. These are temporary positions, number 335101, and the formal job title is Urban Search & Rescue Technician. Functionally, they serve in various capacities:

Task Force Leader - Derek Libby
Rescue Manager - Aaron Collette
Rescue Manager - Steve Petit
Rescue Manager - Dan Gedney
Search Manager- Mike Akerlind
Search Manager - Scott Mangan
Logistics Manager - Francis Aumand
Logistics Manager - Joe Keenan
Medical Manager - Dr. Mariah McNamara
Medical Manager - Greg Wolf
Planning Manager - Pat McLaughlin
Hazmat Manager - Paul Stagner

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The Director of Fire Safety is ultimately responsible for the USAR Team. Work assignments and strategic planning are coordinated and discussed at manager meetings. The Director facilitates and supports the direction of the team through a coordinated effort. The Director reviews the quarterly reports and any programmatic issues are relayed to the USAR Program Manager.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

1. Posturing the team to respond to life and death situations 24/7 x 365 when relying on local assets (personnel and equipment) dispersed across the state poses significant challenges.
2. Relying on safety equipment owned and maintained by partnering agencies poses a level of uncertainty as to whether or not the equipment is 100% ready.
3. Because the team is comprised of temporary employees, there is an inherent risk of low response (call-in) to an emergency call which presents a real possibility of inadequate resources for an effective emergency response.
4. Working in extremely dangerous and life threatening situations during inclement weather.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

1. The expectation is the team will respond rapidly and render life-saving operations to save people who are in a life and death situation.
2. To render aid to other states while maintaining a readiness posture here in Vermont.
3. To support communities which otherwise have no response capability, leaving people very vulnerable.
4. Providing safety to our own team members so aid can be rendered to others.
5. Maintaining effective communication between all partnering agencies.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Physical Stress- heavy lifting and operating of highly sophisticated equipment much of it personal safety equipment.	40%
Mental Stress- working under tight time lines and being in a response posture 24/7 x 365. Feeling responsible for someone elses life.	60%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Hazards - contaminated water exposure and rapid flood water	Approximately 75% of responses involve swift water rescue operations. During the incident, team members are frequently exposed to contaminated and rapid water flow. Time varies but much of the operational work is conducted in water. There is set-up time and take down time for all events.
Hazard- Confined Space- low oxgen environment	Approximately 5% of responses involve confined space.
Hazards- buildings under potential collapse	Approximately 15% of repsonses involve structural collapse.
Hazards - Trench Rescue	Approximately 5% of repsonses involve trench rescue operations.

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
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Lifting equipment	30-60 lbs	Once a month at training there is frequent lifting and during responses there is heavy lifting. The lifts can be long durations -- several minutes or short durations -- 30 seconds - moving stuff in and out of trailers and trucks.
Lifting equipment	500 lbs	Once a month during training and more frequently during responses. Heavy equipment is lifted with the assistance from other team members.

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Standing, bending, reaching, walking and driving	85%
Sitting	15%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

The USAR Team was reorganized in 2015, in an effort to enhance the teams' response capability. Prior to 2015, there was no monthly scheduled training, there was no central inventory of USAR assets, and the coordinated response to natural disasters was very unpredictable. The USAR Team is the only Vermont Emergency Management State sponsored response team called out to render aid to communities. The impact of this team is felt throughout the state and the country. Just a few weeks ago, the team deployed to Texas to assist in swiftwater rescue operations. The team is a vital resource and Vermont is safer because of their actions.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most important duties of this job include:

- 1) maintaining a level of readiness to respond upon request without delay.
- 2) maintaining highly skilled team members who can react and work under pressure to save lives.
- 3) obtaining adequate funding allowing the team to purchase and maintain its own equipment to ensure responses are efficiently and effectively executed.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The ability to respond to technically specialized incidents such as swiftwater rescue, structural collapse, confined space rescue and trench rescue. The specialized field of USAR requires specialized and unique skills not normally found. Having the skills and ability to utilize very complex safety equipment and having to rely on the equipment for your own safety requires significant knowledge. The Program Manager must have the ability to learn, adapt, overcome, adjust and react to changing environments.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

N/A- completed by Manager

4. Suggested Title and/or Pay Grade:

Urban Search and Rescue Program Manager Pay Grade 24

Supervisor's Signature (required):

Michael Demchak

Date:

11-8-2017

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

N/A

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

None known

Suggested Title and/or Pay Grade:

As reviewed by DPS Committee

Personnel Administrator's Signature (required):

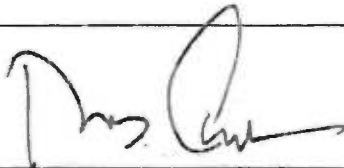


Date: 11/9/17

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:



11/8/17

Appointing Authority or Authorized Representative Signature (required)

Date

Program Manager
Michael Cannon
(Temporary position)

Safety
Micah Genzlinger
Rob Mullin

Task Force Leader
Derek Libby

Rescue Team Mangers
Aaron Collette
Stephen Petit
Daniel Gedney

Search Team Managers
Scott Mangan
Michael Akerlind

Medical Managers
Mariah McNamara
MD
Greg Wolf

**Logistics
Managers**
Francis Aumand
Joe Keenan

Planning Managers
Pat McLaughlin
Wolf (backup)

Haz-Mat Managers
Paul Stagner
Will Schwarz

**Squad A
MULAC****
Burns
Edgerley
Harriman
Holmes
Luedec
Poulin
Simanskas
Speir
Werbinski*
Roberts

Tech Search
Kirtlink
Labrecque
Perry
Straza
Howard
Ritland
Auriemma

Regula
Mitchell
Reiter MD
Clements, MD
Christman
Raymond

G Allen
M Brown
Gerry
R Miles
Nichols
Pidgeon

Tech Info
Voity**
Lovett
DiSchino
P Brown*
Borst

Haz Tech
Aaron Sylvester
Pat Banks

Canine
E. Fitzpatrick
R. Fitzpatrick
Demers
Schneider
-

Comms
Voity**
Newton
Auriemma
Knox

Structures
Vezina**
Lindheim
Dombrowski
Aitken

**Squad B
PERKINS****
Casabona
Charney
Curtin
Delahanty*
Keir
Gosselin
Olney
Haven
Spencer
Sage

**Squad C
HANNUX****
Baker
Elvert
Jones
Knight
Macbeth
McDonough*
Pitrowski
Robshaw
Sullivan
Wheeler

** Squad Officer
*Backup Squad Officer

Job Title: Urban Search and Rescue Program Manager

Job Code:

Pay Plan: Classified

Pay Grade:

Occupational Category:

Effective Date: November 1, 2017

Class Definition:

The Urban Search and Rescue Program Manager is responsible for the general oversight of the day to day operations of the USAR Team. The Program Manager plans, manages, organizes and implements monthly training for members and is responsible for the accounting of federal and state funds obligated for the development of the USAR response system and for equipping and training the State Task Force. The Program Manager develops and maintains Memorandums of Understanding for working agreements with other local partners for the State-wide response to USAR incidents. This position reports to the Executive Director of Fire Safety Administration within the Department of Public Safety.

The incumbent works with Task Force Managers to review, develop and prioritize short-term and long-term needs; develops fiscal and operational plans impacting spending decisions and makes recommendations to the Director including budget preparation and resource allocation. Responsible for ensuring the USAR Team can fulfill its Federal Response Capability to assist other states through the Emergency Management Assistance Compact (EMAC). This involves management of uniformed personnel working 24/7/365 to support the Task Force as well as families of deployed members. Responsible for maintaining the State USAR team as a FEMA Type III 35-member all hazards response force. This Typing is used in the Federal and State EMAC response system to ensure the team being requested meets all training, equipment, sustainment and personnel requirements per the requesting State.

Responsible for all phases of program development, coordination with the local Fire USAR Response System, and training of the Task Force and associated member agencies. Manages and completes grant proposals and completes quarterly reporting; makes adjustments in the budget ensuring the changes are accurately reflected in our Letters of Understanding (LOU) with the Department of Homeland Security.

Examples of Work:

Maintain operational readiness for a 90-member urban search and rescue team.

Maintain response vehicles and equipment within the task force inventory.

Management during times of readiness, alert, activation and deployment.

Responsible for recruiting and retaining task force members and overall personnel management.

Interact with State, Federal and local officials to fulfill emergency response responsibilities in swift-water rescue, trench rescue, structural collapse and confined space rescue.

Respond to in-state and out-of-state emergencies upon request.

Work in strict coordination with Vermont Emergency Management, Emergency Management Assistance Compact, Federal Emergency Management Agency and many other sponsoring agencies.

Train to the National Fire Protection Association Standards 1670 and 1006 as they relate to technical rescue.

Maintain training and inventory records to ensure operational readiness 24/7.

Work with vendors to obtain quotes and complete purchase orders for department equipment purchases including heavy rescue equipment, vehicles, uniforms, gear, and other items.

Complete and review contractual documents and contracts for purchases.

Responsible for preparing and presenting financial and operational reports for homeland security grants.

Evaluate and assess safety equipment for possible purchase making sure it meets the team's operational readiness expectations.

Analyze past expenditures and future needs to provide cost projections for budget building.

Review year-to-date spending reports and monitor performance throughout the budget cycle, recommending adjustments as necessary to achieve a desired balance at the end of the cycle.

Evaluate cost-effective alternatives when planning expenditures.

Work with newly hired team members and staff to establish a seamless path towards uniform training, paperwork and equipment orientation.

Track equipment warranty and service schedules and arrange for replacement, service or repair as needed.

Communicate and interact with vendors to obtain technical information on safety equipment.

Interact frequently with vendors to exchange detailed and/or technical information.

Responsible for ensuring the team operates within the confines of Federal Occupational Safety and Health laws.

Wear proper protective clothing when policy requires or conditions indicate a need exists and utilize proper body mechanics and ergonomics while performing work.

Ensure all employees are following safe working conditions and are wearing proper personal protective equipment when needed.

When potentially unsafe conditions are observed, makes efforts to avoid or correct them if they are controllable.

Perform other duties and activities as assigned by the Director of Fire Safety.

Environmental Factors:

Work environment varies day to day between office work and field work. During an emergency response incident, environmental conditions will vary significantly and are frequently hazardous.

Normal office working conditions generally prevail with some required travel to various localities throughout the State. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Emergency Management drills and actual emergencies may require performance outside of normal duty hours. On-call status may be required during certain periods. Heavy lifting 30-60 lbs. is required during training evolutions and on emergency scenes.

Minimum Qualifications

Knowledge, Skills & Abilities

Working knowledge of Federal Occupational and Health Standards, principles and practices.

Working knowledge of the Incident Management System, Unified Command System and the National Incident Management System.

Working knowledge of heavy technical rescue equipment and proper safety procedures.

Working knowledge of accounting and budgeting practices.

Working knowledge of the principles and practices of personnel administration.

Working knowledge in urban search and rescue team organizational structure.

Working knowledge of the Vermont Emergency Management and the Federal Emergency Management System and how the USAR Team functions within the organizations.

Ability to develop, direct and implement critical emergency response action plans.

Ability to read and correctly interpret laws, rules, and regulations of moderate complexity.

Ability to exercise discretion in interpreting and applying departmental policies, rules and regulations.

Proficiency and knowledge of personal computers and database management software.

Ability to communicate orally and in writing.

Ability to establish and maintain effective working relationships.

Education and Experience:

BA degree in fire science, physical science or a related field AND a minimum of five (5) years or more of managerial, technical and administrative experience in the field of emergency response, heavy technical rescue with a focus on urban search and rescue.

OR

Associate Degree in fire science, physical science or a related field AND seven (7) years or more of managerial, technical and administrative experience in the field of emergency response, heavy technical rescue with a focus on urban search and rescue.

Note: Additional work experience may be substituted for the degree on a semester for six months basis.

Additional Preferred Qualifications

- Technician Certifications: Trench, Rope, Confined Space, Structural Collapse, Swiftwater and Water-Ice Rescue
- Rescue Boat Operator
- ICS certifications at 100, 200, 300, 400, 700, 800
- Advanced Building Collapse Certification
- Emergency Medical Technician

Special Requirements:

PUBLIC SAFETY BACKGROUND CHECKS: Candidates must pass any level of background investigation applicable to the position to include finger-print supported Criminal Records, Motor Vehicle records, Personal History, Credit and any additional background check(s).