

HAZ-MAT TECHNICIAN

Department:	Office of Emergency Preparedness	Reports To:	Director of Office of Emergency Preparedness
Division:	Office of Emergency Preparedness	Location:	Mathews Government Complex
FLSA Status:	Non-Exempt	Classification:	Part-Time
Approved By:	Civil Service Board	Date of Approval:	May 5, 2010
Pay Grade Level:	7		

JOB SUMMARY

Works as a member of the Parish Rapid Assessment Team (PRAT) under the direction of the Director of Homeland Security and Emergency Preparedness or his/her Assistant, a team leader or Incident Commander.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Uses highly technical and specialized equipment for the containment, stabilization and mitigation of emergencies involving hazardous and toxic substances
- Operates specialized computers, instruments, and communication equipment
- Participates in and attends special training to maintain skill and knowledge
- Responds to emergencies when called for duty (24 hours a day/7 days a week)
- Attends a minimum of four (4) team meetings annually.
- Assist in training of Lafourche Parish PRAT
- Inspects, maintains and repairs special Hazardous Material equipment; calibrates gas monitors; test Level A Suits
- Maintains a variety of records and data regarding Hazardous Material equipment and training
- All parish government employees in a declared emergency shall be considered essential personnel
- Any other related duties or tasks as assigned

ADDITIONAL RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High School Diploma or GED; two (2) to four (4) years of related experience or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Must possess NFPA Certification; maintain a current Haz-Mat Technician certification or must obtain one within one year of employment. Continuing education shall also be required beyond Haz-Mat Technician.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.