



CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

District Coordinator-Volunteer Emergency Management City of Waltham

Responsibilities: The purpose of this non-compensate voluntary position is to provide support to aid and assist the Director of Emergency Management carrying out the core duties of mitigation, preparedness, response and recovery as defined in the Emergency Management Plan for the City of Waltham. These core Civil Defense functions are defined in Chapter 639 of the Acts of 1950, amendment Chapter 579 Acts of 1968 and shall include the preparation for and carrying out of all emergency functions not assigned to the military for the purpose of minimizing and repairing injury and damage resulting from disasters caused by attack, sabotage or other hostile action, or by fire, flood, earthquake or other natural causes, as established by official declaration on any such emergency. All such auxiliary positions are volunteer, unpaid positions. This is not a civil service position and if appointed and approved this auxiliary status does not and cannot result in gaining any sort of civil service or other forms of formal employment status in the City; such auxiliary positions do NOT provide any formal or informal employment status in the City including those of regular permanent fire personnel; such auxiliary positions do NOT provide result in, imply or lead to any preference in hiring on police and fire departments; Not only do Auxiliary positions NOT carry, provide or imply any other rights or benefits of regular city employees – i.e. including but not limited to not having any rights to any insurance, health, hospitalization, collective bargaining or other rights or benefits of regular employees. This does not however abridge any rights or benefits already afforded to such volunteers/auxiliaries under the laws of the Commonwealth of Massachusetts. "This position's action, activities, responsibilities or circumstance in which such are activated and implemented, are defined by and limited to those described in Chapter 639 Acts and the Acts of 1950 and Chapter 579 of the Acts of 1968 in the annual Acts and Resolves of the Massachusetts Legislature." Assists in the management of the day to day operations of the emergency management department under the direction of the Emergency Management Director; Such functions shall include but shall not be limited to planning for facilitating emergency, medical and health services, rescue, engineering, warning services, evacuation of persons from stricken areas, emergency welfare services, sheltering, communications, radiological and chemical incidents, emergency transportation, temporary restoration of utilities and other similar services during a declared emergency status. Other duties shall include assisting the Director in applying for gifts and grants, procuring equipment, goods and services performing other administrative tasks, assisting in the operation of the Emergency Operations Center when activated, and working cooperatively with other city departments and state and federal agencies during officially declared emergencies. Acts as representative of the emergency management department at community, civil, and social events. Attends professional meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange; several of the organizations involved include: the Massachusetts Emergency Management Agency, the Federal Emergency Management Agency, and the Environmental Protection Agency. Serves as a member of the local emergency planning committee. Performs similar or related work as required, directed or as the situation dictates. Full job description available through the Human Resources Dept.

Qualifications: Strong desire to learn about the field of public safety. Experience in emergency management or firefighting is preferred. Must successfully pass a Criminal Offenders Record Information (CORI) and background check. Possession of a Massachusetts motor vehicle operator's license, equivalent to the type of motor vehicle to be operated. A detailed knowledge of the Acts and resolves of the Massachusetts General Court, Chapter 639, of the Acts as amended by; the Superfund Amendments and Reauthorization Act of 1986 (SARA); the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); the Clean Air Act of 1990 (CAA); and other legislation which involve the planning or receipt of industry plans dealing with emergencies relating to hazardous materials. (This description does not constitute an agreement between the City and auxiliary. It is used as a guide and is subject to change by the City as the needs of the City and requirements of the job change.)

Hours: Hours are to be discussed with supervisor.

Qualified candidates should submit a volunteer application to:

City of Waltham
Human Resources Dept.
119 School St.
Waltham, MA. 02451
781-314-3355/Fax 781-314-3358
jobs@city.waltham.ma.us