



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Hazardous Materials Specialist – Hazmat Responder
DEPARTMENT.....:	Office of Homeland Security and Emergency Preparedness
DIVISION.....:	Administration
CLASSIFICATION/GRADE.....:	Hazmat Responder/109
REVISED.....:	01/2022
REPORTS TO.....:	Director
REVIEWED.....:	01/2022
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

The Terrebonne Parish Office of Homeland Security and Emergency Preparedness is responsible for planning and response to hazardous materials incidents within Terrebonne Parish. Under direct supervision of the director, this employee performs supervisory work assisting in the planning, directing, organizing, and providing hazardous material planning and response to the Terrebonne Parish Office of Homeland Security and Emergency Preparedness. The employee leads the Terrebonne Parish Rapid Assessment Team (PRAT), a team of volunteer personnel from various agencies within Terrebonne Parish that responds to hazardous material incidents within the Parish. The PRAT teams also provides mutual aid to the GOHSEP Region 3 parishes and other adjoining Parishes as needed.

This employee is responsible for preparing, reviewing and revising plans and procedures to coordinate the response to various emergency situations within Terrebonne Parish. The employee meets routinely with all fire departments, law enforcement and other governmental / non-government agencies within Terrebonne Parish to maintain cooperative relationships. This employee is required to respond to all hazardous material incidents as requested by local, state and federal agencies.

This employee assists with the Local Emergency Planning Committee (LEPC) and businesses to comply with USEPA SARA Title III and the Louisiana Right to Know Act regulations. This may include conducting training sessions, maintaining the hazardous materials incident and SARA Title III Tier II database and responding to public information request.

This position is considered to be an essential employee within the Terrebonne Parish Consolidated Government and is subject to respond to parish emergencies 24 hours a day, 7 days a week. Extended overnight stays may be required at the Terrebonne Parish Emergency Operations Center during emergencies.

BASIC FUNCTIONS:

1. Assist the Director in planning, directing, organizing and providing support for the Terrebonne Parish Rapid Assessment Team (PRAT); prepares, reviews, and revises the parish emergency response plans and procedures.
2. Provides monthly training and maintains training records for the Terrebonne Parish Rapid Assessment Team members.
3. Assist in securing the cooperation and participation of law enforcement agencies, fire departments, search and rescue squads, parish departments, schools, and day care centers, hospitals and varied private sector agencies.
4. Assists the Local Emergency Planning Committee (LEPC) Chairman, local industry and businesses in complying with SARA Title III, state, and federal regulations.
5. Maintains the hazardous material / command post vehicle and associated equipment; ensures vehicles are in proper working order; ensures emergency response materials and equipment are available and in proper working condition.
6. Assist in conducting training for Parish officials and emergency response personnel to ensure all participants in emergency operations are aware of their roles and responsibilities.
7. Attends public and private meeting and functions representing the department.
8. Maintains hazardous materials incident database and Tier II reporting database.
9. Responds to hazardous material incidents as requested by federal, state and local response agencies to assist with mitigation of pipeline, highway, rail, marine and fixed site facilities.
10. Coordinates incident management techniques during hazardous material incidents with the Parish.
11. May be required to provide expert testimony in both criminal and civil court proceedings.
12. Provide training initiatives, including classroom instruction and practical exercises designed to educate local first response agencies on Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) incidents and other hazardous incidents.
13. Provide leadership, i.e, incident command and technical support on hazardous materials to local first responders as requested.
14. Inspects, services, calibrates and maintains all hazardous material response equipment to ensure operational readiness during an emergency response, including office communications equipment.
15. Must be available 24 hours / 7 days a week to respond to Parish emergencies. Must be willing to be on-call every other week, or as requested by the Director of the department.
16. Assists with the planning initiatives related to hazardous materials in relation to pipelines, highways, rail, marine and fixed-site facilities.
17. Must be willing to work overtime as requested by the Director of the department.
18. Perform the Emergency Support Function – ESF 10 Manager duties as required during Parish emergencies.
19. Performs other duties as needed for continuity of operations within the Office of Homeland Security and Emergency Preparedness.

EDUCATIONS AND EXPERIENCE

1. Must have high school diploma or GED equivalent. College education preferred.
2. 3 to 5 years of experience in emergency response work with some supervisory experience within private industry or government, fire department, law enforcement or other public safety entity.
3. Have the ability to complete the National Incident Management System certification process within six months of employment.
4. Must have completed the Louisiana State Police Hazmat Technicians, 40-hour training course or equivalent. (Reference 29CFR1910.120)

5. Any equivalent combination of experience, which provides the required knowledge, skills and abilities.
6. Must also possess a valid Louisiana Driver's License

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants
2. Must be comfortable with speaking in front of others in a classroom setting.
3. Must be physically able to operate a variety of automated office equipment including computers, copiers, calculators, printers, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects.
4. Must be able to pull a trailer/boat behind a vehicle and perform backing operations.
5. Must be able to safely operate a boat.
6. Requires the ability to read a variety of correspondence, reports, logs, manuals, maps, invoices, etc. Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
7. Requires the ability to record and deliver information, explain procedures and follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency management, legal terminology and emergency response codes.
8. Requires the ability to communicate and assist other personnel while under stress and when confronted with emergency situations.
9. Must be able to communicate via telephone, cellphone and two-way radio.
10. Must be physically and mentally fit to respond to emergency calls, including hazardous material and CBRNE events and be able to perform within a Level A hazmat suit with a self-contained breathing apparatus (SCBA).
11. Must be able to perform planning objectives related to CBRNE and other natural or technological disasters or events.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of state and federal rules, regulations and guidelines concerning CBRNE events and other hazardous material events.
2. Knowledge of the geographical layout of the Parish including political subdivisions, and the locations of roads and streets within the Parish.
3. Considerable knowledge of emergency response policies, procedures and techniques.
4. Considerable knowledge of the department and its organizations and operations procedures.
5. Willingness to learn various emergency response computer software, geographical information system (GIS) software and other related computer programs.
6. Ability to react quickly and calmly in emergency situations and to adopt effective courses of action.
7. Ability to communicate effectively orally and in writing.
8. Ability to establish and maintain effective, professional working relationships with office personnel, emergency response personnel, volunteers, public officials, law enforcement agencies and others necessitated by work assignments.
9. Ability to attend overnight training and conferences.