

NON-STANDARDIZED POSITION



Ministry of Rural Development and Local Government

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: DISASTER MANAGEMENT FIELD OFFICER

JOB SUMMARY: This job requires the incumbent to be a first responder to emergencies resulting from the impact of hazards (both natural and man-made). The incumbent will also be required to collect, collate, analyze and use information relating to all the phases of Disaster Management to promote disaster risk reduction within the Municipal Corporations.

REPORTS TO:

Disaster Management Coordinator

DUTIES AND RESPONSIBILITIES:

- Conducts initial damage assessments in the aftermath of the impact of a hazard to identify emergency/disaster relief requirements.
- Coordinates surveys in disaster areas to determine damage to property and repair or reconstruction requirements.
- Provides logistics support to emergency relief activities by procuring needed items of relief supplies.
- Oversees Community Emergency Response Team (CERT) operations.
- Monitors the repair of building and infrastructure to ensure speedy rehabilitation of the population to normal activity in the shortest possible time.
- Monitors, response and recovery activities involving the use of disaster related equipment such as pumps, power-saws, etc.
- Ensures Health and Safety precautions are taken in the execution of emergency response operations.
- Develops and maintains a database of information relating to all phases of disaster management.
- Maps, using GPS technology, all critical facilities within the Municipal Corporation (eg. Health facilities, community centres, designated shelters, schools, police stations, fire stations etc.).
- Maps, using GPS technology, all vulnerable populations within the Municipal Corporation (eg. homes for the aged, orphanages, differently-abled persons, and aged persons living alone).
- Conducts Community Emergency Preparedness programmes.

- Oversees Shelter Management operations.
- Monitors evacuation operations.
- Assists the Disaster Management Coordinator in the preparation of specific incident and monthly reports, and work programmes.
- Engages in heavy physical effort as might be required in an emergency.
- Performs other related duties as may be assigned to by the Chief Disaster Management Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- The relevant laws and policies regarding Disaster Management in Trinidad and Tobago.
- Occupational Safety and Health procedures.
- Principles, theories, practices and techniques of social work will be an asset.

SKILLS AND ABILITIES:

- Ability to compile field data on databases and analyze when necessary.
- Skill in the use of computer applications such as Access, Word and Excel.
- Excellent verbal and written skills.
- Able to work independently with minimal supervision, when required.
- Able to establish and maintain effective working relationships.
- Able to work in a fast-paced environment.
- Able to be “on call” 24 hours per day, seven days per week.
- Able to work long hours until relief arrives or until the emergency situation is suitably resolved.
- Able to successfully complete an annual fitness examination (technical, mental and physical).
- Must be committed to the provision of quality service.
- Must be self-motivated and dynamic.

MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT

- A minimum of five (5) GCE/CXC subjects passed.
- At least three (3) years of working experience in an administrative capacity.
- Any equivalent combination of training and experience.