

Job Description



40 Hours 1 FTE	Project Manager Temporary - Emergency	Emergency COVID Temporary Employee	FEMA – CARES Act Reimbursable
Direct Report	Emergency Management Director	Grade	ECTE expected rate: \$21.00 hr.
Department	Fire Department	FLSA	Non-Exempt
Division	Emergency Management	Bargaining Unit	Non-Union
Date	January 2021	Location	Kempton St. Fire House
Homeland Security Emergency Status: Critical Essential			

Summary

The Project Manager assists the Emergency Management Director in logistics and operations relating to the roles and responsibilities of EMA and the emergency needs and response to COVID-19.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Leads a City interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency;
2. Assist City Departments with any and all needs in response to COVID 19 mitigation and protocols;
3. Assist EMD with department logistical and operational responsibilities i.e.; ordering PPE, Equipment preparation, testing (support role), vaccinations (support role), sheltering in a COVID 19 environment during an emergency event;
4. Communications, basic office duties including reporting protocols for FEMA and CARES Act;
5. Set up and breakdown of temporary emergency sites;
6. Provide logistical assistance with movement of equipment, products or transport of documentation and other needs to meet requirements of emergency situations which may change on a moment's notice;
7. Outlines tasks involved in the project and delegates as directed by management team;
8. Conducts analysis, estimating and expected costs and time management of the project;
9. Prepares and implements tasks and goal driven objectives for the project;
10. Conducts risk management assessments; reports identified risks to management; provides recommendations for mitigation of risks;
11. Addresses questions, concerns, and/or complaints throughout project; reports inefficiencies and complaints to management;
12. Acts as liaison between City departments, residents and vendors as needed;
13. Ensures compliance with federal, state, and local contractual regulations, standards, specifications and best practices;
14. Acts as a liaison between city departments, residents, and vendors;
15. Ensures compliance with federal, state, local, industry, contractual, and City regulations, standards, specifications, and best practices;
16. Performs other related duties as assigned.

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Competencies

Leadership	Regulatory Knowledge	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Collaborative Skills
Commitment to Safety	Physical Ability	Problem Solving

Minimum Qualifications

- Associates Degree in related field, valid drivers license;
- 2 years-experience coordinating projects and logistics;
- Project management certification highly desirable;
- Any combination of education and related experience on a year for year basis.

Required Skills and Abilities

- Excellent verbal and written communication skills;
- Excellent interpersonal and customer service skills;
- Excellent organizational skills and attention to detail;
- Excellent time management skills with a proven ability to meet deadlines;
- Strong analytical and problem-solving skills;
- Ability to prioritize tasks and to delegate them when appropriate;
- Proficient with Microsoft Office Suite or related software.

Tools and Equipment Used

Motorized vehicles, mobile radio, portable computer, and phone.

Work Environment

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, including but not limited to, precipitation and high winds. May be exposed to hazardous materials and poor ventilation.

The noise level in the work environment is usually loud.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb, ascend and descend ladders, stairs, scaffolding, ramps, poles and the like, or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up 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.

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Work Hours

This is a full-time temporary position with typical 40 hours per week, Monday through Friday, with required availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs.

The City of New Bedford has a residency requirement for employees. Preferential consideration will be given to qualified candidates currently residing within the City of New Bedford.

Signatures

This job description has been approved by all levels of management:

Department Head: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____