



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Emergency Services Specialist**

An Equal Opportunity Employer

SALARY: \$30,000.00 - \$37,000.00 Annually
DEPARTMENT: DHS - Division of Emergency Management
OPENING DATE: 12/01/22
LOCATION OF VACANCY: KANAWHA
NATURE OF WORK:

EMD2300021

***** Exempt Position *****

Under general supervision, performs professional and technical work in the planning, development, coordination, implementation and evaluation of training programs for the Radiological Emergency Preparedness (REP) program in the Emergency Management Division. Assists with the development of policies and procedures for the REP unit and interpretation thereof. Assists with the development and revision of the state REP plan. Coordinates planning work and exercises in disaster preparedness and emergency response training as part of the state REP plan. Interacts effectively with representatives of federal and state agencies and stakeholders to advance state and local capabilities for prevention, response and recovery related to radiological disaster emergencies. Assists in facilitating nuclear power plant off-site emergency response training and evaluation of nuclear power plant off-site emergency response plans through training exercise preparation and execution. May be required to work for extended periods of time under stressful conditions as a result of radiological emergencies. Performs other duties as assigned.

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EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from an accredited four-year college or university.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: One year of administrative or technical planning experience in a field related to the assigned program area of the Office of Emergency Services.

OR

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time paid employment in electrical communications one year of which must have included administrative or supervision responsibility for the designing, installing or operation of a large-scale and varied wire and radio communication system or a communication facility.

Substitution: An Associate degree in electronics technology from an accredited college or university or successful completion of an approved program in electronics of at least 2000 clock hours may substitute for two years of the non-administrative, non-supervisory experience.

OR

Successful completion of an approved program in electronics technology of at least 1000 clock hours plus the equivalent of one year full-time paid employment in electronics equipment maintenance and/or repair may substitute for two years of the non-administrative, non-supervisory experience.

Areas of Assignment:

Administrative Support Services
Communications
Operations and State Support Services
Radiological Maintenance Facility (RADEF)
Recovery and Local Support Services

OTHER INFORMATION:

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300021** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #EMD2300021
EMERGENCY SERVICES SPECIALIST
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1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov
