



Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued, and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the cultural guidelines will gladly be provided for your review.

To Apply:

To apply email a resume and job application to Andrea Rabineau.



arabineau@hudsonville.org



(616) 669-0200

[Click Here To Apply](#)

EMERGENCY MANAGEMENT RESPONDER

ABOUT HUDSONVILLE

The City of Hudsonville is a growing community of 7,600 residents located in Ottawa County, MI.

Hudsonville is a community with strong family values, friendly people, well-kept neighborhoods, an active farming community, numerous parks, and a business district which is currently undergoing a substantial revitalization.

JOB SNAPSHOT

No experience is necessary to join this program. An Emergency Management Responder assists in the implementation of the Hudsonville City disaster preparedness activity. This individual participates with city departments, other local government jurisdictions, and the private sector in emergency operations within the city. This individual will support first responders with traffic control at large-scale incidents and events, including preplanned community activities. This employee works under the direction of the Emergency Management Director. This employee carries out emergency management duties independently according to established policy, practices, and training.

OUR IDEAL CANDIDATE

This individual would be someone who is willing to serve the community during residents time of need. We are looking for a team player who has the availability to respond to calls when necessary, remain on-call for events, attend trainings quarterly, and attend monthly team meetings. The right candidate will enjoy the camaraderie of a team and relationship building.

RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following: (This list is not intended to be fully inclusive of all duties.)

- Maintains an up-to-date knowledge of emergency management regulations as needed for assigned responsibilities and duties.
- Participates in various emergency management training programs to be used in the event of natural or man-made disasters.
- Executes the city emergency operations plan and other support plans which involve working with each agency/department that is included in the plan.
- Assumes specific operational roles as directed.
- Participates in all drills and exercises carried out in preparation for emergencies.
- Responsible for the response to emergency calls on a 24-hour basis.
- Performs other related duties as required.

SKILLS, & EXPERIENCE

An employee in this class should have the equivalent of the following knowledge, training, and experience:

Some Knowledge of, or ability to learn, emergency management regulations and procedures.

Knowledge of, or ability to learn, local government structure.

Knowledge of the City of Hudsonville's geography and radio communication systems.

Considerable Ability to work in a team effort with other service agencies (e.g., law enforcement, fire).

Considerable Ability to make logical, responsible decisions under pressure or in emergency situations.

Considerable Ability to be and remain informed about new or revised disaster control regulations and procedures.

Some Knowledge of first aid and applicable safety precautions.

Ability to communicate orally and in writing.

Ability to operate radio and other communications equipment.

Ability to understand and follow written and oral instructions.

Ability to establish effective working relationships with employees, supervisors, vendors and the public.

EDUCATION, CERTIFICATES, AND LICENSES:

- High school diploma or GED Equivalency
- Valid State of Michigan Driver's License, a satisfactory driving record must be maintained throughout employment.

COMPENSATION & BENEFITS

- This position is paid \$18.15/hour. Individuals are on-call and scheduling is as needed.
- Access to City owned gym, and other facility perks.
- Participation in the City's Wellness program.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to various types of weather and disaster conditions.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 35 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. This employee must travel and access all buildings in the city, walk over various types of terrain, climb stairs, etc.

SELECTION GUIDELINES

Formal application; review of education and experience; interviews; final selection and pre-employment drug screen and background check.

The examples of duties are intended only as illustrations of the various types of work an employee performs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.