Position Description
Hazard Mitigation Engineer
US Virgin Islands Emergency Management Agency (VITEMA)

DEFINITION

Under general supervision from the Territorial Hazard Mitigation Officer, acts as an engineering expert providing technical assistance related to the implementation of the Hazard Mitigation Grant Program (HMGP) within the Territory.

Supervision may be received in the form of conference, review of reports and evaluations of performance.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

• In coordination with the Territorial Hazard Mitigation Officer and other technical assistance partners, helps develop plan for expedited technical review (architectural and engineering) of the Hazard Mitigation Grants Program (HMGP) applications.

• Coordinates the collection, distribution, and maintenance of HM disaster-related information.

• Implements technical assistance to the Territory, local and other groups in support of HM Grants support goals.

• Guides the evaluation of direct and indirect social and economic disaster impacts to assist with multi-hazard planning; evaluation of HMGP project cost proposals; and evaluation for technical viability, feasibility and mitigation effectiveness.

• Serves as Territorial Project Monitor for select Hazard Mitigation contract technical work in the field.

• Develops VITEMA technical operating procedures, best methods, and job aids.

• Develops work plan for expedited technical review (architecture and engineering) of HMGP

FACTOR 1: KNOWLEDGE REQUIRED FOR THE POSITION

Knowledge

• Ability to provide supervision, guidance and oversight to subordinates to support the goals and objectives of the HM Strategy.
• Knowledge of Federal grants administration requirements, and of the Hazard Mitigation Grant Program management requirements applied to State and local governments

• Ability to interpret and apply extensive guides and complex regulations regarding the National Flood Insurance Program (NFIP) and the Hazard Mitigation Grant Program.

• Knowledge of and ability to apply the concepts, principle, regulations and processes of 406 Mitigation.

• Knowledge of HM HPA program materials and tools to include Technical Bulletins; Publications; Fact Sheets; Mitigation Assessment Team reports; Zoning; BCA Software Module; and Building Codes.

• Comprehensive knowledge of the principles associated with hazard mitigation risk reduction, sustainability and resiliency.

• Knowledge of the general concepts of the National Flood Insurance Program (NFIP).

• Interpersonal and communication skills to explain define and advise Territorial Agencies and Organizations on the benefit cost analysis, risk analysis and vulnerability, and mitigation construction techniques.

  ▪ Knowledge of or ability to acquire knowledge of Federal disaster relief authorities and programs under P.L. 93-288, the Federal Response Plan, and the hazard reduction requirements and initiatives of the National Flood Insurance Program.

  ▪ Knowledge of or ability to acquire knowledge of USVI laws, rules, and regulations

  ▪ Knowledge of or ability to acquire knowledge of Federal program policy and guidelines

  ▪ Knowledge of office methods, practices, routines, and equipment.

  ▪ Ability to translate general instructions.

  ▪ Ability to work independently.

  ▪ Ability to speak and write clearly and concisely.

  ▪ Ability to establish and maintain harmonious working conditions.

**FACTOR 2: SUPERVISORY CONTROLS**

This position reports directly to the Territorial Hazard Mitigation Officer and the Deputy Hazard Mitigation Officer, who assign tasks. The employee is expected to perform with minimal supervision.

**FACTOR 3: GUIDELINES**
Guidelines include Federal, local, and departmental policies, procedures and manuals.

Federal policies include 44 Code of Federal Regulations, Section 404 of the Stafford Act, and UHMA Guidance.

Work is performed in accordance with departmental operation policies, rules, regulations, standard operating procedures (SOPs), manuals, and laws of the Code of the U.S. Virgin Islands Rules.

FACTOR 4: COMPLEXITY

An employee in this position is responsible and accountable for the control of all records and property within the Agency and all property distributed to other department/agencies. This individual must also ensure that records and property are kept, transferred and disposed of in accordance with Federal Guidelines.

FACTOR 5: SCOPE AND EFFECT

The purpose of this position is to ensure proper management and implementation of technical engineering and feasibility activities related to the Hazard Mitigation Grant Program.

FACTOR 6: PERSONAL CONTACTS

Contacts are made with employees and representatives from local governments/agencies, semi-autonomous agencies, private non-profits, and representatives from FEMA and other federal agencies.

FACTOR 7: PURPOSE OF CONTACTS

The purpose of contacts is to provide technical mitigation and engineering assistance to sub-recipients, solicit any required program documentation, and obtain guidance from federal partners. Regular contacts occur with agency project or program stakeholders, other agency personnel at the same operating level, senior staff members within the agency, and persons outside the agency.

FACTOR 8: PHYSICAL DEMANDS

Work is sedentary; however, at times may require moderate stamina and physical exertion when and including walking, bending, and stooping.
FACTOR 9: WORK ENVIRONMENT

Work is performed mostly in an office setting; however, this individual will be required to travel to agencies/departments to provide or gather information.

Travel may be required to complete program-related training.

MINIMUM QUALIFICATIONS

Bachelor of Arts, or Bachelor of Science Degree, and two (2) years’ of closely related experience.

NECESSARY SPECIAL QUALIFICATIONS

As this position is in an emergency response agency, the candidate must be available during irregular hours and under less than desirable conditions to support VITEMA’s mission during an emergency or disaster. This service may require work at locations other than the official duty station and may include duties other than those specified in the employee’s official position description during emergencies or disasters.

The candidate must successfully complete within one (1) year from the date of hire, the following training programs:

- ICS 100, 200, 300, 400
- NIMS 700
- NIMS 800b

Date: ____________________                       Director: ___________________________
Approved