

## **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Staff Captain/Emergency Management Planning Officer  
**SECTION:** Support Services  
**DIVISION:** Emergency Management  
**EMPHASIS:** Planning Section  
**DATE:** January 2026

### **BASIC FUNCTION OF POSITION:**

Performs a full range of professional Emergency Management, Planning, and Homeland Security functions of moderate to complex difficulty with minimal supervision. Emphasis is placed on pre-incident planning and coordination, development and maintenance of the Salt Lake County Comprehensive Emergency Management Plan (CEMP), mitigation planning, and various other emergency management plans. Additionally, responsibilities include supporting the training of Emergency Support Function (ESF) personnel, Policy Group personnel, various Salt Lake County-level personnel, and others identified in the critical functions and support of the Salt Lake County Emergency Management Division. Responsible for municipal liaison support services, policy development and implementation, and special projects such as WebEOC and Resource Management.

This position is part of the UFA Emergency Management program for Salt Lake County (“Salt Lake County” or “County”) and, notwithstanding anything to the contrary set forth herein, is subject to the ongoing, discretionary funding of the County.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Salt Lake County Emergency Management Director and Deputy Director with minimal supervision. Work is reviewed at critical stages or when circumstances arise to ensure compliance and consistency with policies, procedures, and formal emergency response plans. Expected to function independently by using initiative to plan and carry out assignments. May be considered in the line of succession to manage the Division should the Director and Deputy Director be unavailable.

### **SUPERVISION EXERCISED:**

Provides direct oversight to the Planning Specialist, GIS Specialist, and Intelligence Specialist during day-to-day operations. The Planning Officer also provides direct oversight to any part-time or temporary (intern) personnel that are operating within the scope of any areas or programs for which he/she is directly responsible. Assists in the reviews of other planning staff’s work for purposes of compliance and continuity as requested, or as considered necessary by the Emergency Management Director.

### **PRINCIPAL RESPONSIBILITIES:**

Supports the development of emergency management and homeland security policies, programs, and plans.

During ECC/EOC activation, functions as the Emergency Management Planning Section Chief, ensuring effective ECC coordination and facilitation of the Planning P.

Develops, maintains, and implements FEMA-aligned planning products, including COOP development, hazard-specific and functional annexes, the CEMP, ESR/RSF handbooks, hazard mitigation planning, and recovery planning.

Prevents and mitigates damage caused by emergencies and/or disasters, through knowledge and application of established emergency preparedness planning and written action plans.

Coordinates hazard mitigation efforts in preventive and preparedness measures designed to eliminate or reduce natural or man-made disasters using established emergency procedures and protocols.

Develops and updates checklists for all disaster specialists as outlined in the Salt Lake County Comprehensive Emergency Management Plan, including any amendments and annexes to the Plan.

Responds to emergency situations to provide the necessary coordination of emergency management needs using established emergency protocols and County/UFA policies.

Coordinates and facilitates planning and technical writing for programs within Salt Lake County Comprehensive Emergency Management Plan, Emergency Support Function (ESF) personnel, Policy Group personnel, and those others identified as critical to the Mission Essential Functions (MEFs) of the Emergency Management Division—to include promoting training opportunities, scheduling classes, facilitating sessions, and coordinating instructors.

Conducts surveys to determine the types of emergency-related needs to be addressed in disaster planning, or to provide technical support to others conducting such surveys.

Researches current industry standards and technology and evaluates organizational needs.

Recommends improvements and develops strategies for implementation.

Represents Salt Lake County Emergency Management on task forces, committees, work groups, and other meetings.

Assists in coordinating with state, county, city, private sector, and non-profit sector partners to facilitate training and exercise needs.

Stays informed on activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.

Assists with the design, facilitation and evaluation of table-top, functional and full-scale exercises for state, county, and local clients.

Coordinates the use of County/UFA and division resources and documents such activities to compile legal records that meet federal, state, and county guidelines, using Federal and UFA policies and procedures.

Prepares the readiness of the Salt Lake County ECC in terms of form retrieval, critical infrastructure status boards, report generation, and hazard assessments.

Serves as a primary team leader during exercises, actual emergencies, and crisis situations.

Acts and meets the expectations of the Emergency Management Division Duty Officer on a 24-hour rotation schedule established by the Division.

Prepares staff reports on individual projects and presents these to UFA Command Staff, UFA Board of Directors, County and City Councils, Planning Commissions, and other various boards and commissions.

Assists in the administration and maintenance of WebEOC.

Provides staff support to elected and appointed officials, e.g., County Mayor and Council, City Mayors and Councils, Planning Commissions, Boards of Adjustment, and others in matters relating to training, development, and administration of multi-year training plans as well as Integrated Preparedness and Planning Workshops (IPPWs)

Acts as EM instructor for ICS and other EM-related courses.

Assists in applying for federal funding for emergency management-related needs.

Provides support to on-scene incident commanders during large-scale incidents.

Promotes a high level of customer service and good public relations.

Performs other duties as assigned

**TYPICAL DECISIONS:**

Typically sets their own priorities, based on direction from the Emergency Management Director and Deputy Director, within assigned programs or projects, relying on demonstrated experience and in-depth knowledge of emergency management, response planning, public safety, continuity of operations, continuity of government, and consequence management.

### **MINIMUM REQUIREMENTS:**

- Meet the minimum requirements for the rank of Staff Captain as defined by UFA policy.
- Valid Driver License and EMT, AEMT or Paramedic licensure.
- Currently serving as a UFA Firefighter Specialist (any specialty), UFA Staff Captain, or UFA Captain.
- Seven (7) years in a UFA firefighter position, with two (2) of those as a UFA Specialist *with* an associate degree (or higher)  
OR  
Eleven (11) years in a UFA firefighter position, with two (2) of those as a UFA Specialist *without* an associate degree.
- Either Utah Fire and Rescue Academy (UFRA) NFPA Fire Inspector I OR UFRA Company Officer Inspector Certification, or acceptable equivalents.
- UFRA NFPA Fire Instructor I Certification, or acceptable equivalent.
- UFRA NFPA Fire Officer I Certification, or acceptable equivalent.

Completion of the following FEMA Independent Study and Classroom Courses:  
**(Within a year of selection)**

- ICS-300 – National Incident Management Systems (NIMS) Intermediate ICS for Expanding Incidents
- NIMS ICS Unit Leader All-Hazards or NWCG Unit Leader courses
- ICS-400 – Advanced ICS for Command & General Staff-Complex Incidents
- IS-703 – NIMS Resource Management
- IS-2200 – Basic EOC Functions
- E/L/G – 191 – Incident Command System/Emergency Operations Center Interface

Equivalent courses or experience may be substituted for required courses. This will be evaluated on a case-by-case basis.

### **DESIRABLE QUALIFICATIONS:**

- Bachelor's degree or higher in Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science, or another field with application to emergency management
- Any FEMA IS courses (emphasis on IS-706 NIMS Interstate Mutual Aid, an Introduction)
- FEMA E/G/L-0449 – Incident Command System Curricula Train-the-Trainer
- FEMA E/G/L- 2300 – Intermediate Emergency Operations Center Functions
- Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) certification
- FEMA Mitigation courses
- FEMA Recovery Operations courses
- FEMA Disaster Debris Management courses

- Any NWCG and/or All-Hazards IMT courses
- HSEEP – Homeland Security Exercise and Evaluation Program
- MEPP – Master Exercise Practitioner Program
- Experience with WebEOC

### **KNOWLEDGE & SKILLS:**

Thorough knowledge of the objectives, principles, and practices as a Planning Section Chief (PSC), emergency management, and homeland security concepts; strong organizational skills; strong written and oral communication skills; flexible ability to learn and consistently interpret complex regulations; and solid personal organization and workload management skills.

Must be able to collect, organize, and analyze information and convert it into clear and concise technical reports and/or emergency response pre-plans. Knowledge of and ability to apply word processing, database management, geographical, and other computer-based applications. Must be able to work effectively with UFA, County, and City agency staff as well as representatives of other related organizations to accomplish shared and multi-disciplinary tasks.

In-depth knowledge of local government agency obligations under the National Response Plan, NIMS, ICS, HSEEP, and the National Contingency Plan is essential for successful performance.

This position will be compensated at the Captain/Staff Captain level on the Firefighter Pay Plan. Additionally, they will retain their operational rank for operations purposes, such as constant staffing, mandatory staffing, etc.

### **ABILITY TO:**

Serve as the inter-/intra-agency coordinator for assigned programs and projects.

Act as spokesperson for all facets of assigned programs and projects.

Analyze situations quickly and objectively while determining the proper course of action under emergency conditions.

Cope with emergency situations firmly, courteously, and tactfully.

Make decisions under extreme pressure, adverse conditions, and weather.

Establish and maintain effective working relationships with UFA and Salt Lake County staff, public officials, and the general public.

Work effectively in a sometimes-stressful environment, including long shift work during a disaster or major public emergency.

Meet expected deadlines and attain measurable results as defined by the Emergency Management Director and Deputy Director.

Must be able to integrate into the current Emergency Management team.

Respond and support ECC after-hours activation activities.

**WORKING ENVIRONMENT:**

Generally, work is performed in an office environment during routine office hours, Monday through Friday; after-hours and weekend work is likely when responding to emergencies or attending training events or meetings. Work activities vary widely, including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergency incident scenes/command posts to assist with logistical and/or coordination duties, and may be during times of adverse outdoor weather conditions (heat, cold, rain, snow, etc.) and may require lifting 25 pounds or more. If such a response is required, individuals are expected to respond 24 hours/day, 7 days/week, with a minimal response time.

**PHYSICAL AND MENTAL JOB REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting and the use of computer equipment. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; and manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving and the ability to lift up to 25 pounds. This position may require the occasional use of personal protective equipment (PPE) such as SCBA, eye protection, hearing protection, firefighting clothing, etc. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Recruitment, selection, and hiring are open to all people regardless of race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status, and military or veteran status. Reasonable accommodation, including auxiliary communicative aids and services for individuals with disabilities, may be provided upon receipt of a request with five working days' notice.

**ADDITIONAL INFORMATION REGARDING THIS POSITION:**

Classified as FLSA Non-exempt and eligible for overtime.

The position is considered Category A under the Use of Mobile Phones Policy.

The position is considered Category B under the UFA Vehicle Policy (*unless otherwise notified*)