

Position Description
Hazard Mitigation Environmental and Historic
Preservation (EHP) Specialist
US Virgin Islands Emergency Management Agency (VITEMA)

DEFINITION

Under general supervision from the Territorial Hazard Mitigation Officer, acts as an expert in Federal and Territorial Environmental and Historic Preservation (EHP) requirements as they pertain 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)

- Makes recommendations to the Territorial Hazard Mitigation Officer on historic preservation policy and procedures, and program guidance and training information on historic preservation compliance issues.
- Develops and maintains liaison with Territorial and Federal resource agencies, and private sector organizations, in order to coordinate compliance issues, disseminate technical information and maintain knowledge of government-wide programs and initiatives associated with implementation of historic preservation laws and their impact on the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and related disaster assistance laws
- Provides historic preservation compliance advice to VITEMA personnel and serves as subject matter expertise for review of existing materials to ensure that historic preservation compliance issues are adequately addressed.
- Analyzes and recommends implementation of guidance, policies, procedures, and directives to enhance historic preservation compliance strategies and further integrate considerations into the delivery of FEMA's assistance programs.
- Provide all assistance to the supervisor and staff on assignments in support of FEMA mitigation programs by researching historic preservation compliance requirements procedures and guidelines to effectively and expeditiously ensure compliance with appropriate historic requirements.

FACTOR 1: KNOWLEDGE REQUIRED FOR THE POSITION

Knowledge

- Knowledge of the broad range Federal Environmental and Historic Preservation laws and regulations, to include NEPA, NHPA, ESA, Clean Water Act, and Clean Air Act.
- Ability to interpret and apply extensive guides and complex regulations regarding NEPA to the Hazard Mitigation Grant Program.
- Knowledge of Executive Orders 11988: Floodplains and 11990: Wetlands, environmental and historic preservation laws, other executive orders, regulations, standards, policies, guidelines for FEMA funded activities, and the 8-step review process.
- Ability to evaluate projects to determine the applicable level of National Environmental Policy Act (NEPA) review and prepares related documents.
- Ability to analyze a wide range of environmental and floodplain, scientific, technical, management, engineering, socio-economic, and legal issues
- 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 Federal Environmental Statutes and Regulations, 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 EHP compliance related to the implementation of 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 EHP compliance 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.

OR

An AA Degree supplemented by four (4) years' closely related experience.

OR

High School Diploma or its equivalency supplemented by six (6) years' closely related experience.

NECESSARY SPECIAL QUALIFICATIONS

As this position is located in an emergency response agency, the candidate must be available during irregular hours and under less than desirable conditions in order 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