

SHELTER PROJECT OFFICER

NATURE OF WORK

An employee in this class conducts a program of shelter protection in a local civil defense agency. Work is based on established plans and criteria for development of protective shelter facilities and is performed under the general direction of the Director, Civil Defense Agency.

ILLUSTRATIVE EXAMPLES OF WORK

Designs or reviews plans for shelters and other protective construction and provides technical advice on the execution of these plans.

Plans and directs surveys to determine shelter needs and makes recommendations regarding the meeting of such needs.

Prepares estimates of costs on shelters.

Encourages the construction of new shelters and the effective utilization of available shelter space.

Assists in educating the public on the need for providing adequate shelter protection.

Performs related duties as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the principles and methods of structural design and of reinforced concrete design and construction.

Knowledge of the effects of nuclear weapons.

Knowledge of the objectives of Federal, State and local civil defense programs.

Ability to develop, interpret and apply plans, policies and regulations relating to a civil defense shelter program.

Ability to establish and maintain effective working relationships with others and to exercise good judgment in appraising situations and making decisions.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with specialization in civil, mechanical or construction engineering.

Two years of experience in the design, engineering and construction of buildings, including reinforced concrete construction.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

Effective: July 1962