

JOB DESCRIPTION

Coachella Valley Water District

Date: November 2019

TITLE: Emergency Response Administrator

SRN: S21 (EXEMPT)

DEPARTMENT: Domestic Water, Construction & Maintenance

REPORTING RELATIONSHIP:

Reports to: Operations Manager: Domestic Water, Construction & Maintenance

Supervises the following positions: TBD

DEFINITION:

Under administrative direction, the Emergency Response Administrator (ERA) has supervisory responsibility to plan, organize, direct, and manage the District's Emergency Response Planning functions. The ERA serves as a liaison with other local agencies as well as state and federal agencies to ensure the District is prepared to respond to and recover from natural disaster and other threats.

EXAMPLES OF ESSENTIAL FUNCTIONS, WITHOUT LIMITATION:

1. Manage the District's Emergency Response preparedness program.
2. Train and track the training of all District employees in emergency response.
3. Prepare and update the District's Emergency Response Plan.
4. Develop and maintain excellent working relationships and coordination with the Riverside County, Imperial County, and State of California Operational Areas.
5. Plan and execute the Emergency Response table top and functional exercises.
6. Obtain and maintain certified instructor status for various National Incident Management System and Standardized Emergency Management Systems courses.
7. Prepare and update federal and state mandated reports including a Risk and Resiliency Plan or Vulnerability analyses.
8. Maintain District compliance with all Federal Emergency Management Agency and State of California Office of Emergency Services requirements.
9. Enforces regulations and District policies. Recommends policy or procedure changes when necessary.
10. Prepares and submits the division budget and ensures the proper control of expenditures.
11. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Job Description Created 05.13.19
Reviewed/Approved by HR:

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License(s) and/or Certification(s): Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Must currently possess or attain a D2 Water Certification within 18 months of hire date.

Education/Experience:

Possession of a baccalaureate degree in business administration, management, operations, emergency preparedness or similar field from an accredited college or university;
Highly Recommended: Completion of courses by the United States Department of Homeland Security FEMA, and/or the Emergency Management Institute; Certification as a Water Distribution Operator, Water Treatment Operator, Collections Systems, Wastewater Treatment Plant Operator, or Water Efficiency certification; Possession of Emergency Response instructor certification; Five (5) years of progressive experience working with a water utility including operational, safety, and emergency planning duties.

Knowledge:

- Principles and practices of emergency response planning.
- Basic water utility operational principles applicable to the operation of domestic water, sanitation, canal, irrigation and flood control utilities.
- Rules, regulations, and codes affecting Emergency Response planning including compliance with Federal Emergency Management Agency and State of California Office of Emergency Services requirements.
- Water Utility safety programs and practices.
- Principles of goal setting, budget development, and expenditure control.
- Principles and practices of supervision, management, and training.

Abilities:

- Plan, organize, direct, and manage the functions of the District's Emergency Response programs.
- Provide informative, engaging, and applicable training.
- Strong Writing skills are required for reporting and plan writing and editing.
- Maintain effective working relationships with management, supervisors, employees, other public agencies, and the public.
- Hold effective drills and exercises, receive after action feedback, and implement continuous improvement in preparedness.
- Exercise independent judgment within policy and regulation guidelines.
- Read and interpret state and federal emergency response guidelines and apply them to the District's functional areas.
- Supervise, train, and evaluate assigned staff members.

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PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.
2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.
3. Performs pick and shovel work when required.
4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.
5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.