



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: February 2007

EMERGENCY SUPPORT UNIT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To organize, coordinate and participate in the District's emergency management operations plans, programs and operations, including disaster and emergency preparedness and response, assist with emergency center management, and development and administration of emergency preparedness, response and operations activities; and to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under administrative direction.

Exercises direct supervision over assigned professional, technical and support staff.

ESSENTIAL FUNCTION STATEMENTS

Essential Functions and duties may include, but are not limited to, the following:

1. Plan, direct, coordinate and review the work of assigned staff; assign work activities, projects and programs; review and evaluate work products, methods, procedures and performance; meet with staff to identify and resolve problems; assist with selection of staff; if necessary, implement discipline and separation procedures.
2. Respond and/or act as shift-relief manager when the Office of Emergency Services goes into 24-hour response and operations, or as directed.
3. Develops, maintains, coordinates, and drives implementation of assigned elements of the District's Emergency Operations Plan.
4. Periodically evaluates the District's Emergency Operations Plan for effectiveness.

5. Facilitate the development and implementation of pre-disaster response and mitigation programs for business continuity and employee preparedness.
6. Ensure coordination with other government agencies at all levels as needed or directed; act as a representative of the District in establishing and maintaining effective working relationships with a variety of public and private organizations, members of boards and commissions, local, state, and federal legislative representatives, and the community.
7. Support the District's Department Emergency Operations Centers (DEOC's) to assure conformity of established emergency operation procedures, practices and information.
8. Ensure that the District is compliant with State and Federal emergency preparedness training elements.
9. Participate in the preparation of preparedness and response planning policies and procedures.
10. Conduct, coordinate and evaluate simulated field and office practice drills and exercises.
11. Conduct post-emergency response assessments and make recommendations for improvements.
12. Maintain knowledge of best practices with regards to emergency response preparedness needs, techniques, equipment and methods.
13. Oversee the equipping, stocking and maintenance of the District's Emergency Operations Centers, schedule regular testing procedures to ensure efficiency; plan and maintain inventory of essential resources to support prolonged emergency response activities.
14. Administer contracts for emergency services; review and evaluate compliance of contractor services with District contract standards and provisions; recommend improvements as required in procedures, techniques and training.
15. Perform related duties and responsibilities as directed.

QUALIFICATIONS

Knowledge of:

Planning, development, implementation, evaluation and coordination of assigned emergency operations.

Emergency recovery programs and methodologies.

Elements involved in development of emergency operations plan resources, communication methods, equipment and facilities.

Modern emergency procedures, systems, communication protocols and technology applicable to industrial facilities.
Applicable laws and regulations governing emergency services.
Techniques of supervision, leadership, motivation, teambuilding and conflict resolution.

Ability to:

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Understand technical issues related to emergency preparedness for a wide range of emergencies.
Perform efficiently and effectively under emergency conditions.
Coordinate various emergency preparedness and response activities in a cooperative relationship within the District, governmental agencies and the community.
Facilitate the development, implementation, and maintenance of a comprehensive master emergency preparedness plan.
Effectively identify necessary resources needed to be mobilized in emergency or disaster situations.
Effectively train others and conduct simulated emergency drills and exercises.
Provide effective leadership as part of an emergency response team to resolve issues.
Establish and maintain effective working relationships in the course of the work.
Oversee, direct, coordinate and evaluate the work of staff assigned to the unit.
Prepare and administer the unit budget.
Prepare clear and concise reports, correspondence and other written materials.
Communicate effectively orally and in writing.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible experience in planning, development, coordination, implementation, and evaluation or maintenance of a comprehensive emergency preparedness plan, or a major component of such plan, including three years of professional analytical responsibility providing lead direction, on an ongoing or project basis,.

Experience with managing disaster, and other emergency programs in water supply and/or wastewater systems with a public agency are desirable.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, or related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate:

Must possess a valid California Driver's License and maintain a satisfactory driving record.

Special Requirements:

Must be willing and able to work during emergency situations during non-standard working hours and be subject to on-call duty during those times.

WORKING CONDITIONS

Environmental Conditions

Indoor environment; but will require frequent field visits; travel from site to site; work closely with others and alone; exposure to computer screens; irregular work hours; may involve exposure to inclement weather, dust, dirt, noise, and other conditions associated with construction and site visits.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time; occasional moderate lifting and carrying.