

**CALLEGUAS MUNICIPAL WATER DISTRICT  
JOB DESCRIPTION**

Job Title: Emergency Response Coordinator

Department: Operations & Maintenance

FLSA Status: Non-Exempt

Reports to: Manager of Operations & Maintenance

Position Type: Full-Time

Revision Date: January 2019

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**POSITION SUMMARY**

Under general supervision, develops, and manages programs related to emergency and disaster preparedness, response, recovery, security, and hazard mitigation. Establishes processes and procedures, coordinates drills, provides training, writes plans, and works with other agencies to develop and implement emergency, security, and disaster management programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

- Manages and coordinates all District emergency planning activities.
- Reviews and updates the Emergency Response Plan to assure that it is consistent with the Public Health and Bioterrorism Preparedness Act and that it develops emergency response procedures for threats identified in the Vulnerability Assessment.
- Develops and presents training to employees on emergency response and security topics such as emergency procedures, evacuation, and active shooter.
- Plans, designs, and executes emergency response drills and desktop exercises, and evaluates the efficacy of the drills and exercises.
- Assists in maintaining readiness of emergency operations facilities, equipment, and personnel; checks, maintains, and stocks emergency supplies at all District facilities.
- Serves as District representative for and actively participates in the Federal Bureau of Investigation (FBI) Infragard program, the California Water/Wastewater Agency Response Network (CalWARN), and the Association of Water Agencies of Ventura County (AWAVC) emergency response committee.
- Serves as the representative for the District and/or AWAVC at the Ventura County Sheriff Emergency Operation Center.
- Updates and maintains the District's various emergency response plans and all associated documents.

- Participates in the development of the Ventura County Hazard Mitigation Plan, updates District's section as needed, and coordinates with the county and the Federal Emergency Management Agency (FEMA) to assure it is incorporated and approved as required.
- Creates, issues, and keeps current the employees' California Disaster Worker badges.
- Monitors the Southern California Edison Public Safety Power Shutoff Program and sends notifications to affected District departments and retail water customers (purveyors) when a shutoff is activated.
- Activates and oversees the District's Emergency Operations Center.
- Assists in preparing District communication systems to respond to emergency situations by developing emergency protocols and training staff in the protocols and in the use of the communications systems in an emergency.
- Serves in a leadership role in the hazardous materials response team.
- Serves as primary point of contact with Metropolitan Water District (Metropolitan) including overseeing and documenting Metropolitan Member Agency Response Network monthly tests, interfacing with member agency emergency managers, and establishing a good working relationship with Metropolitan's Eagle Rock Control Center staff.
- Coordinates routinely with the purveyors on emergency preparedness, provides support to them as needed, and acts as the District point of contact for the purveyors during emergencies.
- Takes actions necessary to assure District compliance with applicable regulations for emergency response related to dams, such as preparing and implementing the Dam Emergency Action Plan required by the California Office of Emergency Services; participates in the Federal Emergency Management Agency (FEMA) Ventura County Dam Technical Advisory process.
- Integrates District emergency preparedness plans and programs with other government agencies and the community; participates in annual emergency response drills organized by cities.
- Establishes and coordinates an employee emergency response committee.
- Tracks rules and regulations that must be complied with in order for the District to receive FEMA funding after an emergency, advises departments on what is required, and assists departments in achieving compliance.
- Coordinates post-disaster response evaluation, recovery, and incident reports; works with outside agencies for reimbursement.
- Performs research and assists in preparing budgets.
- Writes memos, letters, and reports.
- Prepares and makes presentations to employees, community groups, and outside agencies.

- Maintains and updates contact information for governmental agencies, vendors, and contractors; keeps records on assignment of employees to emergency response teams and the teams' responsibilities.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

#### **Education and Experience:**

- High school diploma or general education degree (GED).
- The following are desirable:
  - Possession of a bachelor's degree in emergency management, public or business administration, engineering, or a related field.
  - Experience in emergency preparedness and response.
  - Knowledge of water systems.
  - Completion of FEMA Emergency Management Institute courses 100, 700, and 800.
  - Possession of a SEMS EOC Position credential.

#### **Knowledge and Skills:**

- Ability to write clear, concise, and well-reasoned correspondence, reports, and procedures.
- Ability to establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Ability to interact and communicate clearly, tactfully, and effectively with employees; regulatory authorities; representatives of water agencies, utilities, and government agencies; consultants; and the public.
- Ability to make clear, concise, and informative presentations.
- Ability to command respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, and integrity.
- Proficient in Adobe Acrobat and Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to perform research and analysis, manage inter-departmental projects, and lead District programs.
- Excellent organizational skills.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Ability to organize large volumes of technical and legal paperwork.
- Ability to coordinate with other departments in a professional, clear, and responsive manner.
- Ability to exercise sound, expert independent judgment.
- Ability to read and interpret complex rules and regulations.
- Ability to motivate and coordinate the activities of others.
- Ability to perform efficiently and effectively under emergency conditions and use judgment in making quick decisions under pressure.
- Ability to analyze and resolve problems.
- Ability to follow direction.

**Ability to learn:**

- Federal, state, and local emergency preparedness and response laws, rules, and regulations.
- California Office of Emergency Services' Incident Command System approach to emergency response.
- Programs involving federal and state disaster assistance and post-disaster recovery and mitigation project funds.
- Industry standard principles and practices used in emergency operations communications and emergency response to hazardous scenarios.
- Purpose, function, and operation of water production, treatment, storage, and distribution infrastructure.

**SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

**EQUIPMENT TO BE USED**

Must be able to use radio and phones to communicate; to operate a vehicle to travel to District facilities; to use computers, copiers, printers, projectors.

**PHYSICAL AND MENTAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of a water treatment plant, wellfields, vaults, pipelines, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the water treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment

is occasionally loud. The employee must be able to respond to a request to work on short notice. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

### **SPECIAL REQUIREMENTS**

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

The employee must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.