JOB DESCRIPTION

Coachella Valley Water District Date: May 2019

TITLE: Emergency Response Manager

DEPARTMENT: Operations SRN: S21 (EXEMPT)

REPORTING RELATIONSHIP:

Reports to: Director of Operations
Supervises the following positions: Supervisory Control Crew Chief

DEFINITION:
Under administrative direction, the Emergency Response Manager (ERM) has supervisory responsibility to plan, organize, direct, and manage the District’s Emergency Response Planning functions. The ERM 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. The ERM also supervises the Supervisory Control Crew Chief managing the District’s 24 hour per day, 7 day per week control room. The control room monitors the Supervisory Control and Data Acquisition information and dispatches crews in domestic water, sanitation, stormwater, and irrigation operations.

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.
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.
7. Prepare and update federal and state mandated reports including a Risk and Resiliency Plan or Vulnerability analyses.
9. Supervise the Supervisory Control Crew Chief and the control room managing the District’s Supervisory Control and Data Acquisition (SCADA) monitoring 24/7/365.
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10. Work in conjunction with the Supervisory Control Crew Chief, to manage flow in the Coachella Canal.

11. Enforces regulations and District policies. Recommends policy or procedure changes when necessary.

12. Prepares and submits the division budget and insures the proper control of expenditures.

13. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Possession of certification as a Water Distribution Operator, Water Treatment Operator, Collections Systems, Wastewater Treatment Plant Operator, or Water Efficiency certification is highly desirable. Possession of Emergency Response instructor certification is highly desirable.

Education and Experience: High School Diploma or equivalent is required. A Bachelor’s degree is highly desirable. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical to acquire the required knowledge and abilities would be to have five years of 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.
- Knowledge of how to use SCADA data when managing emergencies.

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.
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- 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.
- Operate a computer workstation with proficiency in Microsoft Office applications as well as SCADA and work order programs.

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.