

EMERGENCY MANAGEMENT SPECIALIST

Port Corpus Christi Authority (PCCA) is currently seeking an experienced and highly motivated professional who will assist with implementing Emergency Management functions of the PCCA. The qualified individual will coordinate emergency planning and preparedness initiatives, will assist in operating the PCCA's Emergency Operations Center, and will serve as the Emergency Management Manager in their absence.

ESSENTIAL FUNCTIONS

- Serves as a member of the Incident Management Team (IMT) as assigned by the Emergency Management Manager and maintains on call status
- Serves a vital role in successful maintenance of the Emergency Operations Center and associated equipment in ready status
- Administers various emergency notification and incident support systems and assists with warning dissemination
- Conducts routine inspections and cataloging of fire suppression systems for PCCA properties and schedules regular site visits with local emergency responder groups
- Assists with emergency plan development and maintenance, the distribution of emergency plans, and participation in stakeholder planning efforts
- Coordinates internal exercise program and design in accordance with HSEEP standards and participates in various stakeholder exercises
- Facilitates after action reviews, develops and oversees implementation of improvement plans, maintains an active registry of improvement elements
- Assists with the PCCA's NIMS compliance efforts and training
- Actively tracks emergency management training completion for all employees in cooperation with Human Resources and provides routine reporting
- Coordinates internship opportunities and oversees intern project progress
- Participates in hazard awareness outreach activities and ensures continued compliance with Storm Ready program
- Assists with emergency management activities associated with the PCCA's EMS and safety programs
- Participates on various committees and attends, works, and participates in meetings
- Performs general administrative tasks including processing of purchase requisitions and vendor payments, travel and reimbursement requests, and maintaining subscription services
- Prepares complex documents including presentations and reports for submission to PCCA commissioners, employees, and stakeholders
- Maintains high level of professionalism and integrity, and promotes good employee relationships
- Drives vehicle as necessary to complete assigned task and works required hours to fulfill position objectives
- Adheres to PCCA policy, promotes PCCA environmental precepts, a safe work environment, and the SEAPORT values
- CPR certified or the ability to become CPR certified within the first year of employment
- Tier 1 status designation

CANDIDATE PROFILE

The preferred candidate for this position should have experience leading the preparation for, response to, and recovery from emergencies by determining the response necessary during the emergency, serving as back-up to the department manager, responding to emergency scenes, and assisting in establishing an Emergency Operations Center to monitor and prevent escalation of events. Exceptional communication and interpersonal skills are essential. He/she must possess the following:

EDUCATION & CREDENTIALS

- High school diploma or GED; Associate Degree in Emergency Response, Homeland Security, Safety and Health, or related field preferred
- Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) through the International Association of Emergency Managers (IAEM) or Certified Texas Emergency Managers (TEM) through the Emergency Management Association of Texas (EMAT) credentials within two years of employment
- Valid driver's license
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment

EXPERIENCE & JOB KNOWLEDGE

- Minimum 3 years progressively responsible work experience in the administration of emergency management programs or emergency response
- Thorough knowledge of emergency management methods and theories
- Ability to identify and resolve problems, to establish and maintain effective working relationships with employees, other agencies and the public, and to stay current on legislation/regulations pertaining to the assigned areas of responsibility
- Experience formulating, analyzing, writing, and maintaining emergency plans, policies, procedures, and grants; projecting budget needs required
- Ability to prepare complete written reports and to interface effectively with diverse groups
- Exceptional communication and interpersonal skills to interact with staff, public, and stakeholders and for supporting committee activities
- Experience presenting training to adult groups in structured learning situations
- Flexible and capable of working in a demanding environment with the ability to work well within a fast-paced department, tight deadlines, and a multitude of projects and changing priorities
- Demonstrated analytical, critical thinking, and conflict resolution abilities; effective oral and written communication skills
- Proficiency in reading, interpreting, and writing policy and procedures, and proficiency in MS Office, including Word, Excel, PowerPoint, Outlook, and other related applications
- Geospatial Information Systems (GIS) experience preferred

ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to frequent standing, walking, sitting, speaking or hearing, typing and occasional reaching, stooping, kneeling, lifting and/or moving up to 20 pounds with or without reasonable accommodation
- Ability to work in a general office environment with some exposure to the elements when visiting worksites, or engaging in other in-the-field activities
- Ability to operate light-weight highway vehicles and standard office equipment and to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed

APPLICATION PROCESS

Interested and qualified candidates must apply online at www.portofcc.com on or before April 19, 2021, 11:59 PM CST.

If you are selected for a position with PCCA, your employment will be contingent upon submission to and successful completion of a drug test and alcohol screening as well as a verification of information and qualifications provided during the selection process.

As part of our dedication to the diversity of our workforce, PCCA is committed to Equal Employment Opportunity. Applicants will receive consideration for employment without regard for race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, sexual orientation, gender identity, genetic information or any other protected group status.