



Emergency and Security Services Planner

Class Code:
000

ALAMEDA COUNTY WATER DISTRICT
Revision Date: September 2018

DEFINITION

Under supervision from the Emergency Response and Security Officer, the Emergency and Security Services Planner plans, develops, implements and manages various projects and programs within Emergency and Security Services; assists with the administration of the District's disaster preparedness, response and recovery programs; performs analysis and develops hazard preparedness plans and programs including coordinating with capital improvement project planning; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This journey-level class performs a wide variety of emergency and hazard preparedness, and security services program management work. Incumbents perform a variety of planning, analytical and program management work in a variety of program areas and are expected to function with a high degree of analytical skill.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs project planning, development, management and program work on a variety of program areas including emergency preparedness, hazard mitigation planning, business continuity planning, security operations, and program need forecasting.
- Performs skilled analytical work to form recommendations regarding program needs, gap and risk areas, and service needs. May perform or assist hydraulic modeling in order to assist with service and business needs planning.
- Plans, researches, develops, implements, evaluates, and maintains comprehensive emergency operations plans for the District;
- Prepares documents and detailed reports, such as cost estimates, request for proposals, request for information and purchasing orders;
- Evaluate water system modeling scenarios for developing operational guidelines for mitigating effects of disasters and for post-disaster recovery operation planning;
- Perform disaster evaluation analysis and coordinate with capital project planning and the Capital Improvement Program to ensure preparedness planning is incorporated into project planning and design;
- Effectively responds to emergency and security service requests from field staff, management staff, contractors and customers;
- Coordinates with other District work units in all District departments, including risk management, safety, environmental compliance, water resources, engineering and capital projects, and other areas as needed, to fully develop preparedness and response plans;
- Represents the District with outside agencies and regulatory entities; coordinate program activities; participate on various organization-wide and interagency committees and teams;
- Plans, designs, and executes presentations to District field staff, management,

customers and outside agencies;

- Coordinates District security projects with assigned staff and consultants with respect to the safety and security of District facilities;
- Implements, schedules and coordinates recurring training on security prevention and response;
- Responds to and investigates security complaints and incidents;
- Responds to service requests and in-progress crimes and/or emergencies from District employees, customers and outside agencies;
- Applies to and administers Homeland Security and Urban Area Security and Initiative grants, coordinates to meet goals of the District's Security Services program;
- Prepares District resolutions, policy, and reports;
- Manage software programs, web-based enterprise programs, and communication systems; and
- Performs other related work as required.

REQUIREMENTS

Any combination of education, certifications, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a bachelor's degree in emergency management, environmental science, industrial hygiene, safety engineering, chemistry, biology, toxicology, engineering, or a closely related field and two years professional work experience in the planning, development, maintenance, and/or implementation of emergency preparedness and response management programs. Public utility experience desirable.

Knowledge, Skills and Abilities:

Knowledge of: Federal, State, and local emergency preparedness and security laws, rules, and regulations; principles of hydraulics and hydrology; industry standard principles and practices used in emergency operations communications and emergency response to hazardous scenarios; water treatment equipment and processes. Principles and practices of organization, administration and training; modern office methods and procedures; Office of Emergency Services' Incident Command System approach to emergency response; programs involving federal and state disaster assistance and post-disaster mitigation project funds.

General Knowledge of: modern security systems, procedures, communications protocols, and technology applicable to industrial facilities including water.

Skill in: Coordinating various emergency preparedness and response activities in a cooperative relationship with the District departments and work groups and with other governmental agencies and community groups; developing and maintaining comprehensive master emergency plans, policies and procedures; speaking and writing effectively; training others and conducting simulated emergency drills and exercises; motivating and coordinating the activities of others.

Ability to: Perform efficiently and effectively under emergency conditions; prepare budget and project schedules; establish and maintain cooperative relations with others; provide effective leadership in a non-supervisory capacity; use good judgment in making quick decisions under pressure; analyze and resolve problems; and perform routine administrative tasks.

Additional Requirements:

Must possess a valid California driver's license upon hire, and have a satisfactory driving record.

Incumbents are expected to obtain and maintain certification for specific programs and equipment in which they conduct training and maintain equipment.

Working Conditions:

The essential functions of the job require the ability to: work in both an office and field environment; frequent field visits or occasional field assignments; travel from site to site; work closely with others or alone; exposure to electrical and radiant energy; irregular work hours; exposure to inclement weather; heat, cold, dampness, chilling and dry atmospheric conditions; uneven terrain; slippery surfaces; work in confined spaces; work at elevated heights, work with machinery; work around moving vehicles and around high traffic; exposure to biohazards; dirt, dust, fumes, vapors, smoke, gases, noise, poison oak, chemicals, biological and chemical contaminants and other conditions associated with construction sites, water treatment plants and urban and remote field conditions. The District operates 24 hours a day and 7 days a week. When requested, the position requires response to the District during all operational hours and response to mutual aid/assistance organizations.

Physical Requirements

Essential and other important functions may require maintaining physical condition necessary for walking, standing, or sitting for extended periods of time; audiovisual acuity; manual dexterity; moderate lifting; operating motorized equipment and vehicles, walking on uneven surfaces including hard terrains, uneven slopes, and inclined surfaces; stooping, pushing, pulling squatting, crawling, twisting, kneeling, climbing, and bending at neck and waist; simple grasping; fine manipulation; power grasping; work above and below shoulder and in awkward positions.

Revised: 09/13/18

Approved: _____
Human Resources/Risk Manager