



EMERGENCY MANAGEMENT SPECIALIST



PORT CORPUS CHRISTI®



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Port Corpus Christi (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 disaster planning and preparedness initiatives, will assist in operating the PCCA's Emergency Operations Center and will serve as the Emergency Manager in their absence.

ESSENTIAL FUNCTIONS:

- Assists with emergency plan development and maintenance, the distribution of emergency operation plans, and participation in stakeholder planning efforts
- Coordinates exercise program and design in accordance with HSEEP standards
- Facilitates after action reviews, develops and oversees implementation of improvement plans, and participates in various stakeholder exercises
- Serves a vital role in ensuring the success and ready status of the Emergency Operations Center.
- Administers various emergency notification and support systems and assists with warning dissemination
- Assists in pre-planning for high hazard operations including marine firefighting.
- Conducts routine inspections and cataloguing of fire suppression systems for PCCA properties and schedules regular site visits with local emergency responder groups
- Assists with the PCCA's NIMS compliance efforts and training
- Prepares complex documents including presentations and reports for submission to PCCA commissioners, employees, and stakeholders
- Participates on various committees and attends, works, and participates in meetings
- Assists with emergency management activities associated with the PCCA's EMS program and coordinates internship opportunities
- Drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives
- Serves as a member of the Incident Management Team (IMT) as assigned by the Emergency Management Manager
- Maintains high level of professionalism and integrity, and promotes good employee relationships
- Adheres to PCCA policy, promotes PCCA environmental precepts, a safe work environment and the SEAPORT values
- Functions in pre-and post-disaster preparedness as a Tier 1 employee



CANDIDATE PROFILE

The preferred candidate for this position should have experience leading the preparation for, response to, and recovery from emergency disasters and events 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 during emergencies and disasters to monitor and prevent escalation of events. Exceptional communication and interpersonal skills are essential. He/she must possess:

ESSENTIAL SKILLS

EDUCATION AND 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
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Valid, current driver's license

ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to, sitting, speaking, hearing, hand & finger movements, standing, walking, 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

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 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 and Power Point, Outlook and other related applications
- Geospatial Information Systems (GIS) experience preferred



COMPENSATION & BENEFITS:

Our employees enjoy a fabulous benefits package including:

Competitive salary paid bi-weekly	Tuition reimbursement
Texas County & District Retirement System (TCDRS) retirement system	Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum
457 deferred compensation plans	Paid leave (vacation/sick/bereavement)
Flexible Spending Account	Eleven paid holidays
Low-cost, high quality benefit package including health, dental & vision plan	Volunteer Time Off, Wellness Program & Health Club benefit

Salary commensurate with experience.

APPLICATION PROCESS

Interested and qualified candidates may apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before February 15, 2019, 4pm CST.

PCCA leadership will review submittals and the most qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.

PCCA is an Equal Opportunity Employer



ABOUT PORT CORPUS CHRISTI

MISSION

Leverage
commerce to
drive prosperity

VISION

To be the energy
Port of the
Americas

WHO WE ARE

- >100 million revenue tons in 2017 (4th in nation)
- >85,000 Port related jobs with 200 + Employees
- >\$335 Million State and Local Tax Revenue
- Over 25,000 acres under management
- Public Corporation and Texas Political Subdivision
- 10-Year \$1 Billion Capital Investment Project

IN THE LAST DECADE

- Significant Diversification of Cargo & Customers
- Operating Revenues of Nearly \$100 Million
- Total Assets in Excess of \$700 Million
- Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- Environmental Investments > \$25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship

PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.