

COORDINATOR OF WATER SYSTEMS EMERGENCY RESPONSE

Code No. 4-14-386

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized position in the Monroe County Water Authority (MCWA) responsible for planning, coordinating, and implementing an emergency response plan relating to various technical aspects of the water system. Duties involve directing and implementing policies and procedures to ensure the physical protection and security of MCWA's water distribution system, specifically in the Production and Transmission Division. The employee reports directly to and works under the general supervision of the Director of Production and Water Supply or other higher level staff member, with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates the security requirements of the technical operations of the Production and Transmission Division with the manager of overall security for MCWA;

Conducts inspections and surveillance of the Production and Transmission facilities;

Coordinates security checks for outside contractors who perform work at the facilities;

Develops and conducts small group training on topics related to emergency response techniques, security, and on-going coordination activities with local fire districts;

Acts as liaison with local fire marshals and fire districts regarding activities that affect the water distribution system such as releasing water from fire hydrants as well ;

Coordinates improvements and repairs made to the security systems with the Security Division;

Assesses vulnerable areas of existing components of the emergency response plan and assists staff with improving the system by developing updates and writing reports;

Serves as one of the MCWA's representatives at Monroe County's Office of Emergency Management's Emergency Operations Center;

Assists security staff with investigations of security breaches;

Analyzes emergency response operational problems, and formulates and implements solutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the structure, geographic locations and layout of the MCWA's water distribution system including the weak and vulnerable areas; good knowledge of security measures as related to MCWA's technical operations of the water distribution system; good knowledge of security devices and equipment; good knowledge of computer operations and software as utilized by the MCWA, including data analysis and report development; ability to handle difficult and stressful situations; ability to observe situations analytically and objectively; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS two (2) years paid full time or its part-time equivalent work experience in the operation of a water treatment plant or water distribution facility.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: May 5, 2011