

LOCKHEED MARTIN SPACE SYSTEMS COMPANY - SUNNYVALE, CA

EMERGENCY PREPAREDNESS SPECIALIST, REQ NUMBER 65587BR

STANDARD JOB DESCRIPTION: Provides expertise in basic emergency management, contingency planning, and continuity of operation engagements. Accountable for understanding and applying local, state and federal Emergency Preparedness rules, regulations and activities, tracking and the evaluation of all regulatory requirements relating to Emergency Preparedness including; exercises, drills, inspections and training, assist in the establishment, documentation and evaluation of emergency response exercises and Emergency Operations Center activation drills. Has a basic knowledge of emergency preparedness procedures, policies, and directives associated with the federal continuity of operations, business continuity planning, and continuity of government and enduring constitutional government programs. Develops, analyzes, and evaluates basic existing or proposed emergency plans or procedures. Has a basic knowledge of applicable federal, state and local laws and regulations, guidelines issued by DHS, FEMA, EPA, OSHA and directives such as Homeland Security Presidential Directives (HSPDs) related to emergency preparedness, infrastructure protection and physical security at a level sufficient to manage the area-wide implementation of emergency preparedness policies, programs, and procedures.

SPECIFIC TASKS THIS POSITION PERFORMS: Under direction, assists in planning, organizing and coordinating an all-hazards, LMSSC San Francisco Bay Area area-wide program of crisis management, emergency preparedness and response planning and training; serves as a primary resource for emergency services preparedness; and to act for, and represent, in the absence of the Chief - Emergency and Anti-Terrorism Operations during periods of EOC activation and/or operation. Expected to be on call 24 hours a day, seven days a week, work during non-regular hours to include weekends and holidays and during natural and induced emergencies. Assists in implementing crisis management and emergency preparedness policies and programs throughout the LMSSC San Francisco Bay Area Crisis Management / Emergency Preparedness community. Assists LMSSC San Francisco Bay Area department heads, governmental agencies, public utilities and major allied agencies in planning, formulating, promoting, and coordinating relevant emergency preparedness plans and staff training programs. Researches, develops, and conducts technical studies in disaster preparedness planning and analyzes potential disasters within the LMSSC San Francisco Bay Area Crisis Management / Emergency Preparedness service area. Serves as Emergency Operations Center (EOC) support staff before, during, and after periods of EOC activation. Administers, coordinates and presents emergency preparedness training, education and public information programs. Assists in the preparation of project applications and related liaison work with allied entities to elicit support and resources for disaster preparedness, response and relief purposes. Prepares, conducts and evaluates emergency tests and simulation exercises to test the effectiveness of emergency plans. Develops, reviews and updates emergency response plans, detailed standard operating procedures, checklists and resource identification and management documents. Works cooperatively with other allied entity staff on area-wide projects and training programs. Develops and conducts specialized training courses to prepare Emergency Operations Center permanent and auxiliary staff to function effectively in EOC assigned duties. Perform related duties as assigned.

TYPICAL MINIMUM: Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Masters degree. Considered experienced, but still a learner.

Salary range \$53,784 – \$89,640 depending on experience and qualifications.

For more information, visit <http://www.lockheedmartinjobs.com/>

To apply, follow the Job Search links on the website and enter Req. Number 65587BR