

PAWARN COORDINATOR

The Pennsylvania Water/Wastewater Agency Response Network (PaWARN) is accepting resumes for a part-time Coordinator. PaWARN is a statewide mutual aid network of utilities helping utilities to prepare and assist with emergencies. The PaWARN network mission is to support and promote statewide emergency preparedness, disaster response and mutual aid assistance for public and private water and wastewater utilities for natural and human caused events in the Commonwealth. This is a part-time position 20 hours per week.

The position is responsible for responding to emergencies 24 hours a day 7 days a week. The level of response is dependent upon the magnitude of the emergency. Responses range from coordinating resources through email or phone calls to on-site presence representing the utility at an Incident Command Center. Additional duties include issuing time sensitive weather, cybersecurity and physical threat communications to its members; relaying important correspondence from DEP, EPA, PEMA and other Federal, State and local partners; maintaining PaWARN member roles, collecting annual dues; recruiting new members; promoting PaWARN at industry conferences; maintaining financial records and other administrative functions; monitor/update website; promote PaWARN sponsored training events; and coordinate dispatching of PaWARN owned pump and generators.

The ideal candidate will have a solid working knowledge of the water and wastewater industry; working knowledge of NIMS and ICS structures; emergency response functions; general administrative functions including financial bookkeeping and budgeting; good written and verbal communication skills. A minimum of 10 yrs experience in emergency services or water or wastewater industry with a proven track record of administrative and emergency functions. A PA Driver's License and reliable vehicle required. Travel expenses are reimbursed.

Resumes may be sent via email to PaWARN at mikesnyder@pawarn.org. Please indicate "PaWARN Coordinator Resume" in the subject line of the email. PaWARN is an equal opportunity employer.