



Twenty-Nine Palms Band of Mission Indians

Tribal Administration

46-200 Harrison Place, Coachella, CA 92236

Job Description

Job Title: Tribal Emergency Response Manager
Department: Tribal Public Safety
Reports To: Tribal Police/Public Safety Captain
FLSA Status: Exempt

SUMMARY:

The Tribal Emergency Response Manager (ERM) will coordinate all emergency planning, training and response efforts on the Twenty-Nine Palms Indian Reservation. The ERM will continually review and update the Tribal Emergency Response Plan, FEMA Mitigation Plan, THIRA, Continuity of Operations, Evacuation Plans and all associated planning documents. In addition, the ERM will construct and administer an emergency management program for the entire tribal organization. It is required that the ERM inventory and manage the Tribe's emergency stockpile (equipment and supplies), ensure that the Tribe is National Incident Management System (NIMS) compliant, adheres to FEMA guidelines and standards and facilitates quarterly meeting with the Tribal Emergency Response Commission (TERC). The ERM will serve as a Point-of-Contact for all external agencies pertaining to emergency preparedness and response.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare and maintain all Emergency and Evacuations plans for the tribal property, which include vendors or contractors on tribal property for compliance with the Gaming Compact and Tribal Law.
- Coordinate with the Department of Human Resources to schedule and administer all emergency preparedness training events for tribal government and tribal corporation(s) employees.
- Explore and develop memorandum of agreements (MOAs) and mutual aid agreements with local, state, NGO and federal first responder entities

- Has a working knowledge of the National Response Framework FEMA guidelines, Department of Justice requirements, CA Gaming Compact compliance, State and Local emergency protocols
- Update -and submit a Tribal Mitigation Plan for FEMA under the Federal Stafford Act, to protect Tribal assets and infrastructure in the event of an emergency and maintain the Tribe's eligibility to receive federal and state assistance aid.
- Evaluate all emergency equipment and supply inventory and coordinate with the Department of Facilities for storage and deployment.
- Oversee the Incident Command System (ICS) Training Program for team members and Command Staff.
- Develop procedures and maintain supplies for hazardous material spills and implement an emergency disposal of hazardous waste program.
- In the event of an emergency, the ERM may assume control as Incident Commander in charge of Incident Command Structure.
- Prepare and maintain Emergency and Evacuations plans in the event of a Hazardous Material incident or spill whether on or near tribal property in compliance with FEMA and OSHA requirements.
- Coordinate with the Department of Tribal Programs to identify and apply for grant opportunities that support Emergency Preparedness, Response and Recovery.
- Provide program progress -reports to the TERC, Department of Public Safety and the Business Development Committee.
- Coordinate hazardous material removal based on federal guidelines by a licensed and certified hazardous material vendor.
- Coordinate with the Tribal Environmental Protection Agency when complying -with- SARA Title 3 requirements.
- Work with the Department of Human Resources to include evacuation training for Employee New Hire Orientation.
- Coordinate with the following federal, state, local and Tribal first responder agencies regarding on-going training and emergency procedures
 - FEMA – Federal Emergency Management Agency
 - Cal OES – California Office of Emergency Services
 - Riverside County Emergency Management Department
 - San Bernardino County Office of Emergency Services
 - ARC – American Red Cross
 - Local Tribal Governments

- Coordinate emergency response procedures with local fire departments and law enforcement agencies.
- Coordinate, plan and facilitate quarterly Tribal Emergency Response Committee (TERC) Meetings for the tribal government and tribal corporation (s). The meetings must inform TERC members of any revised planning documents and updated emergency procedure.
- Establish, coordinate and manage Emergency Sheltering in the event of a large-scale incident.
- Performs any other Public Safety duties that may be assigned from time to time.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Knowledge of all applicable emergency response laws, regulations, rules, and procedures

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must travel from time to time
- Must obtain a Tribal Gaming License
- Must have or be able to obtain California driver's license or identification card
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clear vision (close, distant, peripheral, and depth perception) is needed for navigating office and casino environments, reading and reviewing reports and policies, operating data processing equipment and other essential job functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is occasionally required to sit and use hands to manipulate, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Department of Public Safety maintains normal business hours, however occasional special functions require schedule flexibility.

- The Department of Public Safety is a smoke-free environment; however, the Tribal Emergency Response Manager must enter into Casino facilities which are not smoke free to adequately perform job functions.

INDIAN PREFERENCE ACT:

The Twenty-Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Tribal Emergency Response and Safety Manager Job Description.

Signature

Date