



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

****current permanent state employees****

JOB POSTING #: 26-16

DATE OF POSTING: May 10, 2016

DATE OF CLOSING: May 24, 2016

TITLE: Principal Planner, Emergency Management

SALARY: \$61,784.21 – \$87,820.13

EXISTING VACANCIES: Three (3)

DIVISION/LOCATION: Board of Public Utilities
Division of Reliability & Security

GENERAL DESCRIPTION: Under direction of the Director of the Division of Reliability & Security, performs and supervises the more complex technical planning related to emergency management according to guidelines set forth by the state and federal government on behalf of the State of New Jersey and its political subdivisions, and emergency operational assignments designed to provide adequate communications and working capabilities, responds to operation difficulties round the clock; does other related work.

Work Responsibilities:

Provide for energy assurance planning and emergency preparedness and response to any energy related emergency, disaster or service reliability problem.

Develop guidance material and documents related to energy assurance and energy emergencies. Assist with the development and updating of the BPU continuity of operations (COOP) plan.

Respond to actual energy emergency situations as required and staffs the BPU or State Emergency Operations Center or Federal Joint Field Office.

Maintain a database of emergency contact information for utilities, state partners and the Petroleum Fuel Task Force Plan.

Develop guidance material and documents related to energy assurance and energy emergencies.

May be required to work non routine work hours.

Participate in the review and analysis of utility and petroleum emergency operations plans and restoration practices; maintain the Fuel Task Force Annex

Participate in exercises designed to test emergency response and energy emergency plans.

Evaluate performance of the utility sector in response to incidents and weather events.

Conduct field inspections and represents the Division at meetings, conferences and workgroups.

Advise local, state and federal officials regarding utility emergency response.

Participate in emergency planning initiatives and meetings with public and private sector.

Participates in the review and analysis of utility emergency operation plans and restoration practices.

Prepares reports and correspondence, and surveys containing findings, conclusions, and recommendations.

Interpret federal and state emergency planning legislation.

Conduct research in emergency preparedness.

Investigate potential violations of law, non-compliances with statutes, administrative codes and Orders.

Coordinate the activities of the utilities sector and utility representatives assigned to the State EOC during emergency activations.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in work involving complex technical planning for a multifaceted organization, two (2) years of which shall have been in the areas of emergency/disaster planning or communications media.

Knowledge of the incident command system and how it applies to EOC operations is a plus.

NOTE: Applicants who do not possess the required degree may substitute additional experience as indicated above on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

OPEN TO THE FOLLOWING: Open to current State of NJ Employees serving in a permanent capacity who meets the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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