



## Director of Emergency Preparedness and Critical Infrastructure Protection

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

We are a team of motivated, engaged, and exceptionally talented self-starters willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

### What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefits package includes:

- ❖ Hybrid work and flexible hours
- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to the employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Need

- ❖ Bachelor's degree. Preference in Emergency Management, Homeland Security, or a closely related field; or equivalent experience
- ❖ Fifteen years of progressively responsible experience in emergency management

### Knowledge Of

- ❖ Policies and procedures related to Emergency Operations and Continuity of Operations Planning including facilitation of planning efforts and written plan development, operations, and procedures.
- ❖ Threat, Hazard, Vulnerability Risk Analysis and Business Impact Analysis.
- ❖ Emergency Operations Center (EOC) management principles and practices.
- ❖ Incident Command System principles and practices as it applies to EOC management and tactical field operations.
- ❖ Project management techniques, including initiation, implementation, and administration.
- ❖ Safety and security guidelines and regulations, NERC CIP, Risk Management.

#### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

## Skill To

- ❖ Supervise, train, and evaluate personnel.
- ❖ Organize, implement, and direct team operations/activities, while supporting a culture of safety, compliance, and engagement.
- ❖ On a continuous basis, analyze data and reports; interpret and evaluate staff reports; knowledge of laws, regulations, and codes; observe performances and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- ❖ Analyze problems, find alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ❖ Gain cooperation through discussion and persuasion.
- ❖ Interpret and apply LIPA policies and procedures, Union labor agreements, and all applicable rules and regulations.
- ❖ Establish and support effective working relationships with those contacted during work.
- ❖ Communicate clearly and concisely, both orally and in writing.

## Preferred Qualifications

- ❖ Experience with the development of physical security plans and programs

## One or more of the following industry certifications is preferred.

- ❖ Certified Business Continuity Manager CBCM
- ❖ Certificate of the Business Continuity Institute CBCI
- ❖ Certified Business Continuity Professional CBCP
- ❖ Certified Internal Controls Risk Analyst CICRA
- ❖ Incident Command System – NIMS ICS – 100, 200, 300, 400, and IC 700, 800

## What You'll Do At LIPA

The Director of Emergency Preparedness and Critical Infrastructure Protection is responsible for fulfilling LIPA's mission of delivering clean, reliable, and affordable electric service for our customers by overseeing the Service Provider's performance concerning the safe and reliable operation of the T&D system, customer service, and reliability performance metrics, and industry standards per the policies of the Board of Trustees and governmental authorities.

The Director is accountable for the management, successful implementation, and effectiveness of LIPA's Emergency Preparedness Strategic Goals, emergency-related tactical/operational plans, and any assigned strategic initiatives. This role will interact with peers across LIPA, LIPA's service provider, and local, State, and Federal response agencies to collaborate on initiatives to position LIPA as an industry leader and trusted community partner. Before an emergency, the Director of Emergency Preparedness and Critical Infrastructure Protection will be instrumental in creating and supporting the plans that allow for a successful response. During an emergency, this role will activate and manage an Incident Command System-based organization to ensure an effective, efficient, and coordinated response that will support the recovery of LIPAs assets and recovery of community services. This individual will also review industry best practices and technology utilized to protect LIPA's physical assets, including substations, lines, and operating yards, that lead to developing project plans and budgets to enhance the security of those assets.

The Director of Emergency Preparedness and Critical Infrastructure Protection is responsible for assessing event information and determining what procedures are needed to recover business services rapidly during significant events that result in damage, loss, disruption, or destruction of property or service requiring action beyond the regular resolution procedures. It would also include crisis management processes and

### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

procedures to supply senior leadership decision-making and communications support during emergencies.

This position also serves as LIPA's Compliance Officer for all National Electric Reliability Corporation (NERC) standards. This position has two direct reports.

### **Other Essential Job Functions**

- ❖ Developing and executing Performance Metrics and Projects that drive industry-leading reliability and cost-effective operation of the Transmission and Distribution system, including independent verification and validation (IV&V) of deliverables.
- ❖ Responsible for IV&V of LIPA's service provider's development, implementation, maintenance, and testing of emergency preparedness and response plans, operations plans, and procedures.
- ❖ Leading LIPA's emergency management and business continuity activities to ensure the effectiveness of response and recovery during emergency events.
- ❖ Implementing industry emergency planning, preparedness, and response best practices at LIPA, and LIPA's service provider.
- ❖ Working with LIPA and LIPA's service provider to develop, design, implement, and review the Emergency Operations Plans, Continuity of Operations Plans, and other relevant Emergency Plans.
- ❖ Reviewing and evaluating LIPA, and LIPA's service provider, emergency response, and business continuity plans for process improvements, system updates, and organizational changes, identifying and managing a process for plan changes and new procedures.
- ❖ Managing and coordinating emergency response and continuity plans as with jurisdictional response and governmental agencies.
- ❖ Ensuring operational readiness of the Emergency Response systems and technologies (e.g., Customer Communications and Restoration Management Systems, etc.). Testing and inspecting Customer Communications and Restoration systems and related tools for functionality, performance, and effectiveness.
- ❖ Designing, developing, and implementing technology and tools in support of emergency preparedness and business continuity plans. Supplying response support if a disaster or emergency impacts LIPA.
- ❖ Ensuring all plans are aligned and can be executed in compliance with all applicable laws, rules, regulations, ordinances, codes, and internal policies and standards.
- ❖ Establishing and supporting an enterprise-wide crisis management program and overseeing the effectiveness of the LIPA service provider program.
- ❖ Creating and presenting training and awareness seminars and emergency related awareness materials for LIPA and our stakeholders.
- ❖ Representing LIPA as the business leader and subject matter expert with Emergency Preparedness and Response and ensuring the program meets compliance with Local, State, and Federal requirements, including but not limited to NY OSHA, DPS (Department of Public Service), NAMAG (North Atlantic Mutual Aid Group), FEMA, Local OEMs (Offices of Emergency Management), NYSDHSES Division of Homeland Security and Emergency Services)
- ❖ Managing and overseeing the development, delivery, and evaluation of annual mandatory safety training, logistics, and emergency preparedness training and drills across LIPA and LIPA's service provider, including but not limited to 2,500 PSEGLI personnel. Also, representing LIPA as an authority for annual storm and emergency response drills, exercises, and other related activities in partnership with Local, State and Federal agencies.
- ❖ Monitoring, reviewing, and approving all compliance aspects with mandatory NERC reliability standards. Supervising direct reports, including setting objectives, goals, and job functions, providing ongoing performance feedback, and identifying and monitoring employee development.

#### **LIPA's Corporate Values**

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

- ❖ Hiring and managing staff and consultants, including retaining necessary skill sets, properly scoping projects, and managing projects to ensure effective delivery of results for customers.

**Salary Range:** \$195,000-\$220,000

**LIPA is an equal opportunity employer.**

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at [2023DirectorofEmergencyPreparedness@lipower.org](mailto:2023DirectorofEmergencyPreparedness@lipower.org)

**LIPA's Corporate Values**

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.