

Philip D. Murphy, Governor  
Tahesha L. Way, Lieutenant Governor  
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Kevin S. Corbett, President & CEO



## VACANCY ANNOUNCEMENT

### Emergency Management Specialist – OEM & NIMS Training

<b>Posting #:</b> 9289	<b>Issue Date:</b> 10/30/2024	<b>Closing Date:</b> 12/31/2024
<b>Location:</b> Maplewood, NJ		
<b>Salary:</b> To be discussed with recruiter		

#### Position Summary

Designs, coordinates, and implements training programs that focus on an all-hazards approach to emergency planning, ensuring that all training criteria and programs meet state and federal regulations and address all four phases of emergency management (mitigation, preparedness, response, and recovery). Works with other staff in the development, coordination, and support of other emergency management program activities.

## General Description

### PRINCIPAL RESPONSIBILITIES:

- Develops, designs, coordinates, and delivers a wide range of training programs and assessments, including emergency management training to employees and external stakeholders as needed or mandated, exercise and evaluation activities, and technical assistance.
- Conducts assessments to identify training gaps/needs and develops strategies and courses of action to eliminate shortfalls in agency preparedness measures.
- Partners with new Instructors and serves as mentor to deliver training classes, including scheduling, session preparation, and communication to all stakeholders.
- Evaluates training program effectiveness and analyzes performance data to determine the level of performance improvement needed/required by Trainees to achieve successful results, including identifying the need for additional training/tutoring.
- Ensures compliance with state and federal requirements (FRA, FTA, FEMA, etc.).
- Maintains detailed records of classes conducted, students instructed, and any curriculum updates or changes.
- Contributes to the development of outreach strategy to internal and external stakeholders including relationship development, communications, and compliance.
- Schedules, coordinates, and conducts preparedness and response training classes, workshops, seminars, conferences, and meetings.
- Develops or reviews training/course materials, aids, devices, etc.
- Creates and maintains an agency Multi-Year Training Plan.
- Operates within the NJ TRANSIT Emergency Operations Center (EOC), State EOC, County EOC and/or State Traffic Management Center, as deemed necessary.
- Performs other duties as needed/directed.

### KNOWLEDGE & SKILLS REQUIRED:

- Bachelor's Degree in Emergency Management or Homeland Security or related area
- Three (3) years of applied Emergency Management experience; to include experience in teaching/conducting exercises and training events.
- One year of closely related experience in Emergency Management or Homeland Security can be substituted for each year of education required.

### ESSENTIAL:

- Knowledge of the functions of emergency management including mitigation, preparedness, response, and recovery; natural and human caused hazards; and incident command systems and emergency/recovery support functions required.
- Knowledge of Federal and State emergency management planning requirements.
- Ability to demonstrate subject matter expertise in the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Proven ability to effectively instruct, coach, motivate, and mentor employees in both a classroom and remote (distance learning) environment.

- Demonstrated collaboration, effective communication skills, and ability to develop effective business partnerships with various stakeholders and business lines.
- Excellent presentation, written and verbal communication skills, ability to speak clearly and persuasively and ability to elicit cooperation required.
- Facilitation skills in working with multi-disciplinary and multi-agency groups, ability to work in an environment where changing priorities are the norm and demonstrated skills in managing multiple tasks required.
- Experience using Microsoft Office Suite Programs (i.e. Microsoft Word, Access, Excel and PowerPoint) with strong presentation, written and verbal skills are required.

**PREFERRED:**

- Experience in the design, development, presentation, and evaluation of emergency management training programs desired. Ability to consistently recognize opportunities for improvement and development, ability to execute on new ideas to improve training programs desired.
- Experience working with a Learning Management System (LMS) to track training desired.
- Experience using an online training platform (electronic learning) to deliver training desired.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Appropriate certifications (e.g. FEMA Certifications, ICS Instructor, MOI, M-410, Fire Instructor 1 & 2, E-141 Instructional Presentations and Evaluation Skills, Office for Domestic Preparedness Instructor Course or valid teaching certificate or equivalent) required based on assignment. Training instruction requirements must be maintained.

**WORKING ENVIRONMENT:**

In person/Office/Field

**PHYSICAL DEMANDS:**

Ability to work on computer in an office environment and in the field as needed.

Ability to stand during in-person training sessions as needed to evaluate students and trainees.

Ability to climb onto all types of first responder equipment to evaluate students and trainees during full-scale exercises.

**OTHER CONDITIONS:**

Flexibility to work as needed including early mornings, evenings, and weekends.

Must be available to work when needed during but not limited to EOC activations, special events, emergencies, weekends, and holidays. Also, some traveling may be required.

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  - 457(b) - Deferred Savings Plan

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

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**Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:**

[Emergency Management Specialist – OEM & NIMS Training](#)

**Contact Information**

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email [NJTSR@njtransit.com](mailto:NJTSR@njtransit.com) with general questions

**Disclaimer:** Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.