

PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

This Class Description does not constitute an employment agreement between the Port and an employee, and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The Port Emergency Planning Manager plays a critical leadership-support role in emergency preparedness, proactive planning, response, resilience, and recovery for Port Freeport and the broader maritime community. This position supports the protection of port facilities, maritime operations, personnel, infrastructure, vessels, and all navigable waterways under the port's area of responsibility from a wide range of threats, including natural disasters, hazardous materials incidents, maritime emergencies, homeland security threats, and terrorism.

The ideal candidate will demonstrate strong expertise in all-hazards emergency management with a proactive, detail-oriented approach suitable for a dynamic, high-stakes maritime environment..

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class, as necessary.

Essential Functions:

- Lead proactive planning, development, implementation, and maintenance of comprehensive all-hazards emergency management plans, emergency action plans, homeland security and counter-terrorism plans, resilience strategies, and recovery plans for Port Freeport facilities, maritime operations, and navigable waterways, ensuring full compliance with federal (e.g., MTSA, NIMS, USCG), state, and local regulations.
- Conduct site and procedural risk analyses to identify vulnerabilities and recommend mitigation measures that enhance overall resilience.



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

- Design, develop, and conduct a variety of exercises to test emergency plans, including drills, tabletop exercises, and full-scale exercises, coordinating participation from internal teams, external partners, and maritime stakeholders to evaluate effectiveness and identify areas for improvement, with specific emphasis on homeland security and counterterrorism scenarios.
- Deliver training programs for Port Freeport staff, tenants, and other port partners on all-hazards emergency plans, homeland security and counterterrorism procedures, resilience measures, and response/recovery protocols to ensure organizational and community readiness.
- Coordinate the emergency notification systems for the Port, including maintenance, testing, activation protocols, and integration with broader incident communication frameworks.
- Support and, when delegated, lead emergency coordination and response during incidents, including activation and management of the Incident Command System (ICS), resource allocation, inter-agency communication, and effective collaboration with the U.S. Coast Guard, FEMA, local first responders, and other maritime stakeholders.
- Develop and execute threat and risk management assessments for port facilities, maritime operations, and navigable waterways, identifying vulnerabilities related to homeland security and terrorism and generating mitigation actions to reduce identified risks and enhance long-term resilience.
- Coordinate post-incident recovery activities, including damage assessments, prioritization of restoration efforts, and implementation of continuity of operations plans to facilitate rapid and effective return to normal port and maritime functions.
- Monitor emerging risks to port facilities, maritime operations, and navigable waterways and recommend proactive mitigation strategies that strengthen overall resilience.
- Maintain accurate records of incidents, after-action reports, compliance documentation, and continuous improvement initiatives related to resilience and recovery.
- Collaborate on budget planning, emergency resource procurement, and grant applications related to disaster preparedness, homeland security, counterterrorism, resilience, and recovery.
- Represent Port Freeport in various meetings, committees, and working groups related to emergency response and preparedness, particularly those in the maritime environment (e.g., Area Maritime Security Committee, local emergency planning committees, and inter-agency forums focused on homeland security, counterterrorism, resilience, and recovery across navigable waterways).



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

- Serve as a liaison with community partners, maritime industry groups, and government agencies during both routine and crisis periods.
- Serve as a designated backup to both the Director of Protective Services and the Facility Security Officer during periods of absence, leave, or other unavailability, ensuring continuity of security and emergency management operations.
- Provide 24/7 on-call support for emergency response, including participation in rotation schedules.
- Ensure adherence to all safety and security protocols while contributing to the port's overall risk management, resilience, and recovery framework for facilities and navigable waterways.

Additional Duties:

- Monitor emerging risks and recommend proactive mitigation strategies to strengthen resilience.
- Maintain accurate records of incidents, after-action reports, compliance documentation, and continuous improvement initiatives.
- Collaborate on budget planning, emergency resource procurement, and grant applications related to preparedness, homeland security, resilience, and recovery.
- Ensure adherence to all safety and security protocols while contributing to the port's overall risk management framework.
- Participate in training and professional development to maintain certifications and stay current with industry best practices.

Responsibilities, Requirements, and Impacts

Data Responsibility

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Responsible for collecting, analyzing, and managing critical data related to threat and risk assessments, site and procedural risk analyses, incident reporting, after-action reviews, and exercise evaluations. This includes maintaining accurate records of emergency notifications, plan updates, compliance documentation, and geospatial/GIS data for navigable waterways and port facilities, while ensuring secure



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

data sharing with stakeholders.

People Responsibility

People include co-workers, workers in other areas or agencies and the general public.

Responsible for building and maintaining effective working relationships with co-workers, port staff, tenants, and maritime partners through collaboration, clear communication, and team-based planning. This includes coordinating with workers in other agencies (e.g., U.S. Coast Guard, FEMA, local law enforcement, and emergency services), leading or supporting multi-agency efforts during incidents, and engaging with the general public through community outreach, public information during emergencies, and education on preparedness and resilience measures.

Asset Responsibility

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Responsible for protecting organizational assets by developing and implementing strategies that achieve economies in emergency resource allocation, prevent loss of port infrastructure, equipment, cargo, and operational capacity, and support rapid recovery to minimize financial and operational impacts. This includes contributing to budget planning for emergency resources, identifying cost-effective mitigation measures through risk assessments, and ensuring efficient use of assets during preparedness, response, resilience, and recovery activities.

Mathematical Requirements

Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.

Uses symbols, numbers, and formulas to support risk calculations, probability assessments, resource allocation modeling, budget forecasting, statistical analysis of incident data, and quantitative evaluation of exercise outcomes. This includes applying mathematical methods in threat and risk analyses, cost-benefit evaluations for mitigation strategies, and measuring the effectiveness of resilience and recovery plans.



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

Communications Requirements

Communications involve the ability to read, write, and speak.

Reads, interprets, and applies complex regulations, laws, and legal documents related to emergency management, maritime security, and port operations. The position negotiates and resolves Port tenant and user concerns on emergency planning, response, and recovery matters. The role includes speaking before professional and civic groups, participating in panel discussions, and speaking extemporaneously on a variety of emergency management and maritime subjects. Additionally, the individual writes complex articles, reports, and develops presentations tailored for sophisticated audiences, including senior leadership, partner agencies, and industry stakeholders.

Judgment Requirements

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Frequently exercises independent judgment and makes complex decisions in dynamic and often unstable work environments, such as during emergency incidents, evolving threats, or rapidly changing maritime conditions. Guidance is typically limited to broad policies, regulations (e.g., NIMS, MTSA, USCG), and strategic objectives, requiring the individual to interpret situations, prioritize actions, and adapt plans with significant autonomy. Judgments span operational, tactical, and strategic levels, including risk prioritization, resource allocation, activation of emergency systems, and recovery sequencing, with impacts extending across Port Freeport facilities and partners, navigable waterways, tenants, staff, partner agencies, and the broader maritime community.

Complexity of Work

Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.

Performs complex work requiring continuous analysis, initiative, ingenuity, concentration, and creativity. Duties involve evaluating multifaceted threats across port facilities, maritime operations, and navigable waterways; developing innovative all-hazards plans, resilience strategies, and recovery solutions; and adapting approaches in real time during rapidly evolving incidents. The role demands sustained focus amid competing priorities, incomplete information, and high-stakes decision-



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

making. Unusual pressures include 24/7 on-call availability, multi-agency coordination under time constraints, and the potential for significant operational, safety, and economic consequences..

Impact of Errors

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – **Serious**

Data loss – Moderate

Exposure to legal liability – **Serious**

Brand loss - Moderate

Economic loss – **Serious**

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Requires moderate physical exertion and coordination of limb and body movement to effectively perform the duties of the position. This includes the ability to lift and carry up to 50 pounds, walk or stand for extended periods during fieldwork, drills, exercises, or incident response, and perform tasks in varied weather conditions (including heat, rain, wind, or cold common to the Texas Gulf Coast). The role may involve climbing stairs, navigating uneven or industrial surfaces at port facilities and waterfront areas, operating emergency equipment or vehicles, and maintaining physical readiness for 24/7 on-call response. Fine motor coordination is needed for computer-based work, documentation, and use of emergency management systems, while gross motor skills support active participation in training, exercises, and on-scene coordination.

Equipment Usage

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Responsible for the proper use, coordination, and basic care of materials, tools, equipment, and work aids essential to emergency management functions. This includes computers, emergency management and GIS software, emergency notification/mass alerting systems, communication devices (radios, mobile devices),



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

vehicles used for site assessments or incident response, personal protective equipment (PPE), and training/exercise materials. The role ensures these resources are maintained in ready condition, used safely and effectively during planning, training, exercises, and real incidents, and protected from loss or damage.

Possesses the ability to operate standard office technology, emergency notification systems, GIS tools, and communication equipment; familiarity with basic maintenance and troubleshooting of assigned work aids; adherence to safety protocols when using vehicles or field equipment..

Unavoidable Hazards

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

May encounter unavoidable hazards inherent to a seaport and maritime environment. These include exposure to extreme weather conditions (intense heat, humidity, heavy rain, high winds, cold, or tropical weather events common to the Texas Gulf Coast), industrial noise, fumes, dust, or chemicals common in port operations, uneven or slippery surfaces near docks and waterfront areas, and potential contact with moving vehicles, heavy equipment, or vessels during site assessments, exercises, or incident response.

During emergency incidents, the role may involve proximity to hazardous materials, fire, flooding, or other active threats, as well as extended periods of high physical and mental stress associated with 24/7 on-call duties and multi-agency coordination under pressure. In addition, the position carries a residual risk of potential physical assault or confrontation when interacting with individuals during high-stress emergency situations, public engagement, or security-related incidents. The outdoor and waterfront nature of the work may also involve encounters with wild animals, including snakes, alligators, insects, or other wildlife native to the Texas Gulf Coast region.

Safety of Others

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Holds an elevated level of responsibility for the safety of others inherent in the role, including Port Freeport staff, tenants, maritime partners, vessel crews, and the general public. This responsibility is exercised through the development and implementation



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

Pay Grade: 123

of all-hazards emergency plans, threat and risk assessments, training programs, emergency notification systems, incident coordination, resilience strategies, and recovery efforts that protect people across port facilities, navigable waterways, and the broader maritime community.

Minimum Education and Experience Requirements

The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Bachelor's degree in emergency management, Homeland Security, Public Administration, Criminal Justice, or a closely related field; or equivalent combination of education and experience (two years of relevant professional experience may substitute for each year of college).

Minimum of three (3) years of professional experience in emergency management and/or incident management.

Minimum of two (2) years of experience in emergency response operations.

Strong, demonstrated understanding and application of incident management principles, including the National Incident Management System (NIMS) and Incident Command System (ICS).

Preferred Qualifications:

- Specialized training and/or experience in responding to terrorist and other homeland security incidents.
- Demonstrated experience conducting site and procedural risk analyses.
- Demonstrated experience conducting emergency planning and exercise design.

Obtained within 12 Months of Hire:

- NIMS / ICS Certifications – Completion of FEMA courses including ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800 (or equivalent). Higher-level ICS training is strongly preferred given the leadership-support nature of the role.
- Hazardous materials awareness and operations-level training.



PORT FREEPORT, TEXAS



Title: Port Emergency Planning Manager

Class Code: PEPM

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Special Certifications and Licenses

Required:

- Transportation Worker Identification Credential (TWIC) – Must be able to obtain and maintain a valid TWIC for access to secure port areas.
- Valid Texas Driver's License – Required for driving Port vehicles and responding to incidents/field locations.

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The Americans with Disabilities Act (ADA) requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Serve as an essential member of initial response team both pre and post emergency management event.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

