



**DCI/WRPS Skill Bridge Requirement for:  
Emergency Preparedness Specialist  
Location: Richland, WA**

**Job Description:**

- Provide support to the Security & Emergency Services Manager for WRPS
- Conduct work within ethical standards established by the company.
- Maintain all business records and reports properly and honestly, protecting company and customer assets.
- Ensure contract requirements, DOE Orders, Washington Department of Ecology requirements are effectively implemented and flow down appropriately.
- Work with the Technical Analyst to review/develop technical documents.
- Develop, conduct, and evaluate Emergency Preparedness (EP) drills/exercises for facility Emergency Response Organization (ERO).
- Proficient in coordinating with internal organizations to develop and maintain the Emergency Preparedness program.
- Develop and write after action drill reports with suggested corrective action.
- Develop, revise ERO training program and conduct training modules for ERO.
- Develop and execute Ops field drills and Emergency training associated with it.
- Track Emergency Response Performance indicators and provide resolution for negative trends.
- Create, review, or consult with the development of procedures/documents that affect the implementation of an effective EP program.
- Conduct field surveillances and management self-assessments on Emergency Management Program requirements as directed.
- Participate in on-call duties as required.
- Participate in off-shift drills as needed.
- Assist in the corrective action management process and follow-up as required.
- Participate in the Hanford Site Exercise Program.
- Serve as a member of the Hanford Site Emergency Operations Center (EOC).

**Required Qualifications:**

- Bachelor's degree (BA/BS) in Emergency Management or a related field
- Minimum two (2) years related experience, or an equivalent combination of related education and experience.

**Desired Qualifications:**

- Experience with DOE Orders and regulatory compliance.
- Past or current experience as a Drill Coordinator.
- Completed the Federal Emergency Management Agency (FEMA) ICS courses.