

Emergency Management Specialist

Flood Early Warning & Community Preparedness

FLOWER MOUND, TEXAS | FULL-TIME | ENTRY-LEVEL | REPORTS TO THE PROJECT MANAGER

Waterway Engineering is a water resources firm delivering flood early warning systems and emergency preparedness planning for counties across Texas. We design outdoor warning siren networks, stream gage networks, and the plans that tell people what to do when the alarm sounds. Much of the work is funded under Senate Bill 3 and administered by the Texas Water Development Board, and it goes into communities that have never had a warning system at all.

EXPERIENCE	Entry-level; recent graduates and career changers encouraged
EDUCATION	Emergency management, homeland security, public administration, or related
CORE TOOLS	Microsoft Office; GIS (ArcGIS Pro or QGIS) a plus, training provided
FOCUS	County coordination, warning plans, grant compliance, public outreach
TRAVEL	Regular day trips and occasional overnight travel across Texas
GROWTH PATH	Emergency Management Planner and county program lead

THE ROLE

The Emergency Management Specialist supports our project management team in delivering flood early warning and preparedness projects for county clients. This is a coordination, planning, and documentation role rather than an engineering one. You will keep a portfolio of county projects moving — running the meeting rhythm with county judges, commissioners, and emergency management coordinators, drafting warning plans and activation procedures, tracking what the state grant requires against what we still owe, and standing up the public meetings where residents see the system for the first time. We will train you on the warning technology, the grant rules, and how county emergency management actually works. You will be in front of clients within the first month.

WHAT YOU WILL DO

- **Coordinate.** Run the meeting rhythm for assigned counties — schedule with county judges, commissioners, and emergency management coordinators, build the agenda, and get the notes out the same week.
- **Chase the list.** Track action items, deliverable dates, and open decisions across several counties at once, and follow up with clients, subconsultants, and vendors before dates slip.
- **Write the plans.** Draft emergency action plans, warning and notification plans, siren activation protocols, and operating procedures the county will actually use.
- **Inventory what exists.** Document each county's current alert and warning capability — sirens, mass notification platforms, dispatch procedures, and National Weather Service coordination.
- **Plan the upkeep.** Support operations and maintenance plans for siren and stream gage networks, including test schedules and failure response.
- **Keep the grant clean.** Track each project against Texas Water Development Board requirements and Senate Bill 3 criteria, and flag gaps before the state does.

- **Report it.** Assemble progress reports, reimbursement packages, and deliverable documentation for state-funded work.
- **Face the public.** Prepare materials for commissioners court and public meetings, run the logistics, capture comment, and write the follow-up.
- **Explain the system.** Draft community education material on what a siren can and cannot do, and what a resident should do when one sounds.
- **Look back.** Support after-action reviews of flood events — reconstruct the timeline, interview local officials, and find what the warning chain missed.
- **Respond.** Help keep information organized and moving during active flood events, when the county is making decisions in real time.

WHAT YOU BRING

- Bachelor's degree in emergency management, homeland security, public administration, geography, environmental science, communications, or a related field.
- Demonstrated interest in emergency management, alert and warning, disaster preparedness, or flood risk.
- Strong writing — clear plans, clean meeting notes, and reports a county official can act on.
- Comfort presenting to and corresponding with elected officials, county staff, and members of the public.
- Organization under load: several counties, many open items, limited supervision.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Judgment and discretion with client information and pre-decisional material.
- Valid driver's license and willingness to travel across Texas, including occasional overnight trips.

NICE TO HAVE

- Internship, volunteer, or part-time work with a county or municipal emergency management office, an emergency operations center, VOAD, or the American Red Cross.
- FEMA Independent Study certificates (IS-100, IS-200, IS-700, IS-800) or other ICS coursework.
- GIS familiarity (ArcGIS Pro or QGIS) for producing maps and site exhibits.
- Exposure to state or federal grant reporting and reimbursement.
- Working knowledge of the National Weather Service warning process, IPAWS, or Wireless Emergency Alerts.
- Interest in the Associate Emergency Manager (AEM) or Certified Floodplain Manager (CFM) credential.
- Conversational Spanish.

WHAT WE OFFER

- Competitive entry-level salary, plus health insurance, 401(k) matching, and paid time off.
- Direct mentorship from the project management and engineering staff who run our county programs.
- Support for AEM/CEM and CFM certification, continuing education, and conference attendance.
- Client responsibility early, on projects with real consequences for public safety.
- A supportive, inclusive culture that values work-life balance, initiative, and clear thinking.

HOW TO APPLY

Send your resume, along with a short note about a time you had to explain something complicated to people who were not experts, to resumes@waterwayeng.com. Tell us who the audience was, what you changed to make it land, and how you knew it worked.

Waterway Engineering is an equal opportunity employer and encourages applications from candidates of all backgrounds.