



**K&J SAFETY AND SECURITY CONSULTING SERVICES, INC.
POSITION DESCRIPTION**

DIRECTOR OF FIRE LIFE SAFETY

DEPARTMENT / OFFICE: ENGINEERING SERVICES

SUMMARY:

The Director of Fire Life Safety is an executive level consulting position to be located in support of a client in the San Francisco Bay area. The Director will be responsible for leading the client's Department of Fire Life Safety through direct oversight of fire protection and related risk mitigation activities in accordance with Agency's System Safety Program Plan (SSPP). The Director of Fire Life Safety is responsible for managing the department's team to ensure the completion of multi-disciplinary and multi-departmental investigations, inspections, reviews and audits of the client's maintenance facilities, stations and structures to determine compliance/non-compliance with all applicable fire regulations, codes, standards and laws. It is the responsibility of the Director for assuring collaboration amongst all departments to ensure the organization's configuration management of fire protection systems as well as the effectiveness of all smoke and fire detection, communication and suppression systems are maintained in conformance with applicable fire codes, regulations and industry standards.

The position reports directly to the highest level of the organization and will be responsible for coordinating with the State Safety Oversight Agency and Authority Having Jurisdiction. In addition to these reports, this position works closely with jurisdictional fire departments to ensure continuity of the client's operations. The Director is responsible for guiding the development, direction, administration, monitoring, coordination and implementation of the fire and life safety operations of the client's Agency Safety Program Plan (ASP), including the Emergency Operations Plan, Emergency Evacuation Plan, Emergency Response Plan and Emergency Action Plans. To supplement the efforts of the department, the Director will provide high-level technical expertise in the review and administration of projects involving fire codes and specification plan reviews. The position will also require the development and implementation of an extensive emergency drills and exercises program in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) to progress preparedness. The Director of Fire Life Safety may serve on the client's Executive Safety Committee (ESC), and will be required to advise the General Manager/ Chief Executive Officer, Chief Safety Officer, and/or

departmental executives and senior managers on matters related to fire and life safety.

The position is responsible for the supervision and direction of the work of all Department of System Safety personnel assigned to fire protection activities. This position has significant latitude for independent judgment and action within established guidelines of the client

MAJOR DUTIES:

- Coordinate with jurisdictional first responders to support safety initiatives, including emergency response efforts and the continuity of the Agency's operations.
- Support the implementation of the client's System Safety Program Plan by leading the development, implementation, and update/maintenance of a Fire Life Safety Management Program that facilitates compliance with applicable fire regulations, codes, standards and laws.
- Assure Fire Life Safety inspections and assessments are conducted of all facilities, equipment and systems to evaluate the effectiveness of fire and life safety programs, identify and mitigate safety risks, and assure the system is in conformance to fire and life safety code requirements.
- Oversee, through coordination with the client's maintenance staff, the completion of Fire Protection System tests and inspections as required by code and agency requirements.
- Support activities through the Safety and Security Certification processes to assess the conditional and operational readiness of Fire/Life Safety systems.
- Provide recommendations for corrective actions associated with hazard findings and areas of non-compliances to senior staff in accordance with the hazard reporting processes defined in the SSPP/ASP.
- Support oversight activities to assure corrective actions are completed.
- Assure training for client staff on fire life safety system operations, hazards, discrepancies, mitigations, and best practices is completed.
- Assure classroom and hands-on training to first responders servicing the client, educating crews on the agency's fire life safety system operations, hazards, and effective response strategies to a transit event, is completed.

- Oversee and participate in fire investigations, auditing and inspections to help determine probable cause(s), prepare reports, and fact-finding analysis, and tracking of identified non-conformance issues until closure.
- Participate, support, and lead Fire/Life Safety-related committees, meetings and reviews with all applicable departments.
- Provide technical expertise and recommendations for the development of specifications, requirements and designs with respect to projects involving fire codes and Fire/Life Safety implications.
- Support the Executive Safety Committee to report on Fire/Life Safety issues within the Agency and provide recommendations to senior staff.
- Supervise and manage all staff assigned to provide fire/life safety related duties in support of the Fire/Life Safety Department.
- Lead the effort to identify resources required to conduct the duties of the Department of Fire/Life Safety, to include identifying and hiring a support staff.
- Provide recommendations to Senior Leadership to stop unsafe work activities or conditions affecting Agency customers, employees, the general public and contractors working on Agency property.
- Monitor acceptance testing on special systems.
- Issue notifications to Agency departmental managers for potential fire code nonconformance.
- Oversee the documentation and administration of Fire/Life Safety findings and non-conformances and Corrective Action Plans (CAPs) through the use of the client's Safety Management System (SMS).
- Set and publish documented policies for Fire/Life Safety as it pertains to the client's system in coordination with all applicable departments.
- Assist with emergency evacuation and egress analysis as it pertains to changes in system layout, design, function or operations. Provide guidance as to the acceptability of such modification on limited or permanent applications.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of electrical, mechanical and fire and life safety codes, (including NFPA 130, Standard for Fixed Guideway Transit and Passenger Rail Systems and NFPA 101, Life Safety Code), of jurisdictions the client operates.
- Experience and knowledge of fire protection systems and requirements to include detection, alarm, suppression, and smoke control. Experience designing, installing, testing, inspecting, or commissioning preferred.
- Experience coordinating and working with first responders and local authorities and public utilities. Experience working with the California Public Utilities Commission, California State Fire Marshal, and local fire jurisdictions preferred.
- Experience working with transit agencies, especially subway and fixed guideway mass transit systems preferred, but can be supplemented with other work experience in Fire Life Safety/Fire Protection Engineering.
- Knowledge of transit safety and security principals and requirements, including but not limited to Safety Management Systems, Safety Certification Programs, Safety Policy and Procedures.
- Experience and knowledge of life safety and emergency egress systems and requirements such as fire doors, elevators, escalators, lighting, Public Address, etc.
- Experience conducting/responding to fire/accident investigations.
- Extensive knowledge of fire life safety inspection, evaluation and investigation techniques.
- Strong Program Management Skills. Must be good at managing people, budgets and working with the public and multiple stakeholders.
- Ability to effectively apply standard fire prevention techniques and act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions with the ability to communicate effectively
- Ability to work unsupervised while keeping direct supervisor informed as to work activities and status thereof.
- Ability to meet special requirements.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's degree in fire science, fire protection engineering, or fire command administration. Degrees in civil or mechanical engineering will be considered if the candidate can prove a minimum of ten (10) years direct facility fire safety and/or fire protection engineering experience. Knowledge of the transportation industry or experience is preferred.
- Fifteen (15) or more years of demonstrable experience in fire sciences or fire protection engineering. Ten (10) years will be accepted with a Master's Degree.

LICENSE/CERTIFICATION(S):

- Possession of, or ability to rapidly acquire, a valid motor vehicle operator's license issued from the State of California.
- Licensed Professional Engineer (PE) is a preferred but not a requirement.
- Certification from the National Fire Academy or jurisdictional fire academy, preferred.
- Rail Transit Safety and Security Certification preferred.
- World Safety Organization certification preferred.

MEDICAL GROUP:

- Ability to satisfactorily complete the medical examination for this position, if required. The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodation(s).
- Ability to work in construction type environments.
- Ability to climb ladders, steps, lift 50 pounds, wear a hardhat, safety glasses and safety boots for extended periods of time.

APPLICANTS

If interested in the position, please send your resume to:

Rachael Tucci

rtucci@kjsafety.com