

UNIVERSITY OF SOUTHERN CALIFORNIA

Manager, Fire Safety

Job Code: 119306

OT Eligible: No

Comp Approval: 10/23/2020

JOB SUMMARY:

Represents and manages the university's Fire Safety Prevention and Response team. Develops and conducts training exercises and large-scale drills; oversees the response to fire incidents; and is responsible for writing plans and reports as required. Provides fire-safety and expertise and engages with internal and external stakeholders. Supports Business Continuity and Recovery Operations Plans.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Develops, implements, and maintains university-wide fire prevention and safety programs. Liaises with stakeholders to ensure maintenance of fire safety equipment. Directs stakeholders to ensure compliance with fire safety protocols to include permit acquisition for hot work, impairments, tenant improvements and new construction. |
| _____ | _____ | Performs risk assessments and evaluates existing fire safety and emergency prevention/response programs for adequacy and regulatory compliance. Conducts internal, insurance and LAFD inspections. Ensures all inspections and fire safety data is entered into databases. Runs reports and evaluates trends. Communicates and enforces fire safety codes and regulations/guidelines, and addresses violations as required. Keeps up-to-date on current federal, state, and local legislation, regulatory changes, and changes to codes and standards. Maintains knowledge of current and emerging issues and trends in area of specialty. Maintains relationships with city, county, state and federal partner agencies. |
| _____ | _____ | Responds to fire incidents, emergencies, and disasters to provide fire safety subject matter expertise. Responds to day-to-day fire incidents for internal coordination and liaises with external agencies. Supports the Business Continuity Specialist with the activation and facilitation of continuity plans. Prepares or coordinates after-action reports following drills and fire incidents, recommending improvements and incorporating findings into current fire safety plans and training. Facilitates post-incident and drill debriefings. Coordinates incident follow-up(s) to ensure actions are resolved. |
| _____ | _____ | Coordinates, designs, and conducts fire and related safety training. Trains and advises the university community regarding fire safety and response protocols and procedures to ensure compliance with federal, state, local, and university policies and regulations. Develops and presents public information and preparedness education programs for students, faculty, staff and visitors. |

Supervises two or more Fire Safety staff. Delegates assignments and projects. Tracks assignments and project progress and completion. Completes work performance reviews. Ensures staff receive appropriate training and maintain licenses and certifications. Communicates daily with the Director to ensure coordination among all staff. Ensures all team members are communicating and coordinating effectively. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

7 years

Minimum Field of Expertise:

Project management experience. Ability to lead a team. Experience writing executive - level documents and public facing documents. Real world emergency and disaster response experience. Demonstrated experience with and proven ability to interpret, current federal, state, and local fire codes, laws, regulations, and standards for fire safety. Demonstrated ability to independently organize, prioritize and work assignments. Working knowledge of laboratory methods, procedures, techniques, facilities, and equipment. Demonstrated skills in examining and evaluating operations, and developing and/or re-engineering operating strategies, systems, and procedures. Excellent written and oral communication skills, and the ability to communicate technical information to non-technical audiences.

Preferred Education:

Bachelor's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Bachelor's degree in fire science or related field. Training and exercise facilitation experience. Fire Inspector and Plans Examiner certifications. CPR, AED, and first aid certifications.

Supervises: Level:

Manages through subordinate supervisors.

Comments:

May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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