



FIRE LIFE SAFETY PROGRAM ADMINISTRATOR

JC: 000331

PB: AFH

FLSA: Exempt

BU: 31 (AFSCME)

Created: February 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, develops, implements, and administers the District's Fire Life Safety program and ensures the District is in compliance with all state and local fire code and standards; provides education, training, and outreach to internal and external stakeholders ensuring the District is prepared to support and respond to Fire Departments; and performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator level classification is responsible for developing and implementing the District's compliance with all state and local fire code and standards and provides management support for the accomplishment of goals and objectives in advancing the general policy guidelines. Classifications in this category typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities, and experience, provide exceptional expertise in a specialized program area that is critical to the mission of the organization, are responsible for a specialty program area that has a major impact on the organization, and typically do not supervise subordinates. This classification is distinguished from the Director of Fire Life Safety in that the latter manages the activities and operations of the Fire Life Safety Department including compliance inspections, investigations, training, plan and project engineering reviews and fire prevention programs; coordinates with other departments and outside agencies.

REPORTS TO:

Deputy Director of Fire Life Safety

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Ensures compliance with code and best practices regarding Fire and Life Safety in all District facilities and works with various District work groups to track and address identified issues.
2. Develops, schedules and coordinates and documents fire life safety exercise, training and familiarization with Fire Departments to support the Districts safe operations.
3. Maintains records documenting fire code inspection resolve to findings throughout all District facilities and Fire Life Safety systems, documents and disseminates lessons learned, training

updates, and post exercise and drill debriefings.

4. Partners with Manager of Emergency Preparedness to prepare for emergency operations and ensure District fire-related compliance with the National Incident Management System (NIMS), and other rules and regulations.
5. Participates in the investigation and documentation, including tracking corrective actions, after Fire incidents within the District in accordance with the PTASP requirements.
6. Supports, develops, reviews, and maintains conflagration related Emergency Plans, checklists, flowcharts, and other deliverables.
7. Assists with the selection, identification, purchasing and ongoing maintenance Fire Life Safety department equipment and supplies.
8. Provides support to the Emergency Operations Center (EOC). Ensures that Fire Life Safety department is represented at regular EOC training, drills and exercises.
9. Works with Maximo development team to develop inspection, data tracking, and reporting capabilities.
10. Attends and participates in professional meetings; stays abreast of regulations, trends, and innovations in the field of transportation Fire and Life Safety code and standard compliance and emergency preparedness.
11. Stays current with emerging and established technologies and products and evaluates both for suitability and effectiveness in addressing the District's fire and life safety emergency preparedness needs.
12. Coordinates District participation in local and regional emergency preparedness drills and exercises with transit and first responder stakeholders.
13. Serves as the Fire and Life Safety liaison with other divisions, departments, and outside agencies; maintains positive relationships with authorities having jurisdiction who respond to emergencies in the BART system; negotiates and resolves issues.
14. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of a comprehensive Fire Life Safety management program, preferably in a transit environment
- CPUC General Order 164; NFPA 1; 13; 25; 72; 101; and 130; CFC; CBC; BART Facility Standards
- Incident Command System (ICS) and National Incident Management Systems (NIMS)
- Principles and practices of Fire Life Safety-related oversight, compliance, and enforcement
- Principles and practices of policy development, implementation and administration
- Principles of Fire Life Safety Inspections

- Principles of supervision, training and performance evaluation
- Safety and emergency operations and procedures
- Current and emerging Fire Life Safety technologies and products and best practices for their use on transit systems
- Current Fire Life Safety related standards, protocols, and procedures for employees and patrons of a major metropolitan transit system
- Related federal, state and local laws and regulations
- Incident Command Center (ICS) forms
- Implementing response planning and recovery
- Emergency Preparedness

Skill/Ability in:

- Managing and coordinating assigned projects
- Developing and implementing departmental goals, objectives and procedures
- Planning, organizing, scheduling, first responder familiarization, tabletop and full-scale exercises
- All-hour immediate response and investigation of Fire and Life Safety incidents
- Analyzing findings discovered during investigations of Fire incidents; determines cause and corrective action
- Conducting Fire Life Safety inspections
- Interpreting and explaining established policies and procedures for assigned District projects
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record
- Must be willing and able to travel and off-hours shift, holidays and weekends
- Possession of or ability to complete NFPA Certified Fire Inspector I within six (6) months of hire
- Possession of or ability to complete TSI PTSTCP certification course within one (1) year of hire
- Completion of ICS 100, 200, 700 and 800
- Ability to complete ICS 300 and 400 within two (2) years of hire

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree in Fire Science or related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable experience in rail operations system safety administration or related experience including (2) years of Fire Life Safety experience in a rail transit environment.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; office/field environment

Physical Conditions:

Requires maintaining physical condition necessary for walking and standing for prolonged periods of time; must be physically able to access the BART operating right-of-way, climb on and off rail equipment, climb ladders, walk on uneven surfaces, and visit construction sites.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: N