



FIRE LIFE SAFETY COMPLIANCE ADMINISTRATOR

JC: 000367

PB: AFH

BU: 31 (AFSCME)

FLSA: Exempt

*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 inspection program; conducts inspections of buildings, structures, and District property to enforce compliance with laws, ordinances and regulations related to fire prevention and control; works with a variety of stakeholders to ensure the remediation of infractions or other issues identified during inspections; assists in the development of Fire Life Safety Department policies and procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator level classification is unique to the Fire Life Safety Department and is responsible for developing and implementing a fire safety inspection program and performing related functions. 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 Fire Life Safety Program Administrator in that it has responsibility for administering the fire life safety inspection program, whereas the latter has responsibility for administering other areas of the District's Fire Life Safety Program, including the coordinating interactions and training for fire departments in the BART service area.

REPORTS TO

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, implements, maintains and administers fire life safety program activities and a fire safety inspection program in compliance with federal, state, and local fire codes and regulations, and conforming with defined inspection schedules.
3. Identifies corrective actions needed to ensure compliance with applicable fire codes, laws, regulations, and standards; and works with other District staff to implement necessary actions.
4. Inspects and tests fire protection systems (i.e., detection, alarm/notification, suppression, and

smoke control systems); coordinates inspections with existing BART Engineering, Maintenance and Operations staff to assure fire protection systems are adequately maintained and functional; inspects buildings for structural conformance to fire codes including fire escapes and fire exits.

5. Investigates fire hazard complaints and violations of laws and ordinances; recommends corrective actions.
6. Assists engineering staff in reviewing plans and specifications of proposed buildings and building modifications for adherence to fire safety laws and codes; reviews plans of fire protection and control devices such as fire alarms and sprinkler systems; reviews structural plans for fire escapes, fire exits and other structural requirements; confers and consults with architects, engineers, and contractors as necessary.
7. Develops and/or reviews fire exit plans for District sites; conducts fire drills at District worksites to evaluate and improve evacuation procedures.
8. Supports development and update of policies for Fire Life Safety (FLS) as it pertains to the BART system (i.e., hot work, occupancy limitations, flammable material storage and utilization, emergency evacuation, drills, and exercises, etc.).
9. Maintains records and prepares reports which summarize the results of inspections conducted on facilities, equipment, and systems and include findings/recommendations for the Director of FLS; prepares statistical reports as required.
10. Assists in coordinating with BART and Local Jurisdictional Fire and Emergency Response departments/agencies to support FLS initiatives, including emergency management and response efforts, investigations, inspections, drills/exercises, and meetings.
11. Provides technical fire safety information and compliance requirements to District management staff, employees and contractors.
12. Participates in the development of fire life safety education and training programs; evaluates training needs; develops materials and provides FLS training to BART staff (Safety, Operations, Maintenance, FLS, etc.) and local first responders on FLS system operations, hazards, discrepancies, mitigations, inspection procedures, and best practices.
13. Maintains awareness of new developments in the field of fire life safety.
14. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fire prevention and control techniques, including fire protection equipment and systems, fire safety behavior and fire chemistry
- Federal, state and local fire regulations

Fire Life Safety Specialist

Page 3

- Title 24 of the California Code of Regulations (State Fire Codes)
- Title 19 of the California Code of Regulations (State Building Codes)
- State and local building and fire codes
- State Amendments to the International Fire Code
- Fire codes regarding fire protection systems
- Fire codes regarding fire suppression systems
- Common electrical hazards
- Testing and resetting fire alarm systems
- Operation of sprinkler systems and how to operate shut-off valves
- Operational characteristics, services and activities of a comprehensive fire life safety program
- Life safety and emergency egress systems and requirements such as fire doors, elevators, escalators, lighting, Public Address, etc.
- Current and emerging Fire Life Safety technologies and products and best practices for their use on transit systems
- Common, prevalent violations that are likely to exist in buildings to facilitate inspections
- Current Fire Life Safety related standards, protocols, and procedures for employees and patrons of a major metropolitan transit system
- General knowledge in other skills related to Fire Protection Engineering (i.e., System Safety, Systems Security, Construction, Operations, etc.)
- Emergency preparedness

Skill in:

- Interpreting federal, state and local fire regulations
- Inspecting buildings, structures and premises to detect non-compliance with fire safety regulations
- Writing reports that clearly outline findings and recommendations
- Recognizing building code violations that have to be referred to other agencies.
- Basic computer programs
- Working effectively both independently and in a team environment
- Evaluating seriousness of a hazardous situation and when it should be corrected
- All-hour immediate response and investigation of Fire and Life Safety incidents
- Coordinating emergency response activities with personnel from other departments at BART and local jurisdictional fire and emergency response departments/agencies.
- Determining what procedures should be used to correct a fire code violation
- Applying the correct code and ordinance information to a particular safety problem or concern
- Basic arithmetic operations in order to calculate occupant load calculations, floor areas, voltage drop, water flow, etc.
- Explaining technical information concerning fire code violations so that it is easily understood by others
- Interpreting and explaining established policies and procedures for assigned District projects
- Reading and interpreting engineering drawings, wiring diagrams, manuals and work orders
- Comparing a set of plans with the physical construction to determine whether they are in agreement.

MINIMUM QUALIFICATIONS:

Fire Life Safety Specialist

Page 4

Education

The equivalent to a Bachelor's degree in fire science, safety engineering, or a closely related field.

Experience

The equivalent to four (4) years of verifiable professional experience in applied technical fire inspection, support of programs focused on fire inspection and prevention, and support of emergency management and response functions.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

Other Requirements

A current and valid driver's license from the State of California.

Documented experience and knowledge working with transit systems is preferred.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens; field environment; active construction work sites; exposure to moving vehicles, electrical energy, inclement weather; heat, cold, noise, dust, grease, smoke, and potentially hazardous materials and uncomfortable conditions.

Physical Conditions

Requires maintaining physical condition necessary for walking and standing for prolonged periods of time; climbing in stations, train track way (underground, aerial structures, and at-grade), ladders, and other facilities; walking on uneven surfaces

BART EEO-1 Job Group: 3500 – Professional
Census Code: 0565 – Compliance Officers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2023

Revised: