

HIGH-RISE BUILDING LIFE/SAFETY SPECIALIST

DEFINITION

Develops, coordinates and implements the District's high-rise headquarters' building policies, procedures and programs as they relate to emergency management planning, training and emergency drills.

TYPICAL DUTIES

Coordinates fire life safety services for the District's Headquarters building.
Coordinates the assignment of all high-rise emergency response team (ERT) positions.
Coordinates and implements the Incident Command System (ICS) for the building.
Prepares building emergency and incident announcements and protocols.
Plans, designs, and executes emergency response exercises and training for high-rise building occupants and evaluates the efficacy of training and exercises.
Develops and maintains high-rise emergency management manuals and emergency supply inventories.
Plans and implements building safety education programs to create and maintain an active interest in accident prevention by district staff.
Confers with local, state, and federal agencies for fire and life safety building compliance issues and emergencies.
Maintains and updates information such as emergency phone, contact, and services listings and keeps records concerning assignments of building employees to emergency response teams and the teams' responsibilities.
Prepares post-incident reports and evaluations for the building.
Certifies fire life safety directors and floor wardens.
Coordinates follow-up for facility and equipment issues for District Emergency Operations Centers
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A High-Rise Building Life/Safety Specialist develops, coordinates and implements the policies, procedures and programs as they relate to emergency management planning, training and emergency drills for the District Headquarters' building.

The Property Manager manages and administers activities such as: custodial, parking, property management; and the management, improvement and operation of non-K-12 district facilities.

SUPERVISION

General supervision is received from the Property Manager or the Director of Property Management. Work direction may be exercised over lower level staff as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Local, state, and federal laws and regulations regarding emergency services, disaster response, recovery, and mitigation
- Operations, services and activities of a comprehensive emergency management program
- Planning and organization of safety and security
- Preventative security measures
- Emergency preparedness programs
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Operation of a computer and assigned software

Ability to:

- Plan and organize security and safety projects and services
- Serve as an informational resource to faculty, staff and administrators
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent has been met.

Experience:

Two years of experience in planning, developing, or implementing emergency preparedness programs or emergency services.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

A valid High-Rise Life/Safety Certificate and a FEMA ICS 100 Certificate are required within six months of employment.

Travel to locations throughout the District may be required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

06-14-18

JPK2/HV