



## JOB INFORMATION

Job Code:	119307
Job Title:	Supervisor, Fire Safety
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	6 Supervisor

## JOB SUMMARY

Supervises fire safety staff and oversees projects related to fire safety planning. Supervises fire safety inspections and ensures compliance with fire and life safety codes. Supervises the creation, maintenance, and execution of fire prevention and response plans for the university. Provides fire safety expertise, develops and conducts training exercises and large scale drills, responds to fires incidents, and is responsible for and is responsible for writing plans and reports.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	in related field(s)

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Project management experience.
X		Demonstrable ability to supervise four or more staff members.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		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.
X		Working knowledge of laboratory methods, procedures, techniques, facilities, and equipment.
X		Demonstrated skills in examining and evaluating operations, and developing and/or re-engineering operating strategies, systems, and procedures.
X		Excellent written and oral communication skills, and the ability to communicate technical information to non-technical audiences.
	X	Training and exercise facilitation experience.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Fire Inspector and Plans Examiner certifications.
	X		CPR, AED, and first aid certifications.

## Other Job Factors

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

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Guides the development, implementation, and maintenance of campus-wide fire safety plans. Supports the planning and development of department, school, and response team specific fire safety plans. Oversees permitting processes as required. Oversees risk assessments and inspections. Provides fire safety technical consultation, advice, and service throughout the university to staff, administration, students, and faculty as required.				
Supports maintenance and activations of the UPC and HSC Emergency Operations Centers, and supports hazmat teams as required. Coordinates implementation of technology and other tools to support fire safety/emergency response in the field and in the EOCs. Keeps up-to-date on current federal, state, and local legislation, regulation changes, and changes to codes and standards; maintains knowledge of current and emerging issues and trends in area of specialty.				
Oversees fire safety team response to day-to-day fire incidents, major emergencies, and disasters, and provides status updates as required. Provides subject matter expertise for university stakeholders. Initiates and ensures the completion of after-action reports following exercises and fire -related incidents, and supports the implementation of recommendations and improvements. Facilitates post-incident and exercise debriefings.				
Supports the review and management of fire safety training exercise design, implementation, and follow-up. Liaises with internal departments and external agencies as assigned. Manages the development and presentation of fire safety public information and preparedness education programs for faculty, staff, and visitors. 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. "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.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.