



## Assistant Director, Fire Safety and Emergency Planning Job Description

### JOB INFORMATION

Job Code:	119315
Job Title:	Assistant Director, Fire Safety and Emergency Planning
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	6 Manager
Assistant Director, Fire Safety and Emergency Planning	

### JOB SUMMARY

Oversees and directs the university's Fire Safety Prevention and Response team. Assists with the development and execution of training exercises and large-scale drills; oversees response to fire incidents; and manages written plans and reports as required. Provides high-level fire safety expertise and engages with internal and external stakeholders. Supports Emergency Management, Business Continuity and Recovery Operations Plans.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	in related field(s)
	X	Master'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		10 years	
	X	12 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		Extensive project management experience.
X		Proven leadership ability.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Real-world emergency and disaster response experience.
X		Demonstrated experience with and proven ability to interpret, current federal, state, and local fire codes, laws, regulations, and standards for fire safety.
X		Demonstrated ability to independently organize, prioritize and complete work assignments or varying priority levels.
X		Proven knowledge of laboratory methods, procedures, techniques, facilities, and equipment.
X		Demonstrated expertise in examining and evaluating operations and developing and/or re-engineering operating strategies, systems and procedures.
X		Ability to identify and pursue areas of potential improvement.
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
Oversees the development, implementation and maintenance of university-wide fire prevention and safety programs. Directs stakeholders to ensure maintenance of fire safety equipment and compliance with fire-safety protocols (e.g., permit acquisition for hot work, impairments, tenant improvements, new construction).				
Leads risk assessments and evaluates existing fire safety and emergency preparedness/response, mitigation and recovery programs for adequacy and regulatory compliance. Directs internal, insurance and LAFD inspections. Ensures all inspections and fire safety data is entered into databases. Runs reports and evaluates and predicts trends. Communicates and enforces fire-safety codes and regulations/guidelines, addressing violations as required.				
Stays current with federal, state, and local legislation, regulatory changes, and changes to codes and standards. Maintains knowledge of current and emerging issues and trends in all pertinent areas, identifying potential improvement opportunities. Maintains relationships with all appropriate city, county, state and federal partner agencies.				
Responds to fire incidents, emergencies and disasters to provide subject-matter expertise. Responds to day-to-day incidents for internal coordination, and liaises with external agencies, as appropriate. Drives the activation and facilitation of continuity plans. Helps oversee production of after-action reports following drills and fire incidents, identifying and recommending improvements and incorporating findings into current plans and training. Facilitates post-incident and drill debriefings. Coordinates further incident follow-ups to ensure actions are resolved.				
Assists with oversight of fire/emergency preparedness safety training. Trains and advises the community regarding fire safety and response protocols and procedures to ensure compliance with all policies and regulations. Develops and oversees public information and preparedness education programs for students, faculty/staff and visitors.				
Directs staff, managing and delegating assignments and projects. Monitors work progress/completion and conducts performance reviews, as appropriate. Ensures staff receive appropriate training and maintain licenses and certifications. Communicates regularly with senior leadership to ensure coordination among all staff. Ensures all team members are communicating and coordinating effectively.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with 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.