

## **Fire Safety Manager**

### **Job Summary:**

This position is responsible for the management and direction of the University's fire protection and life safety (fire safety) program. Reporting to the Director of Fire and Occupational Safety, a successful candidate would be able to provide guidance and technical expertise to staff and faculty on a variety of fire safety topics, while continuing to look for ways to develop efficient and effective ways to positively promote the program. This position oversees seven fire safety specialists, on staggered shifts; providing 7 day - extended coverage of the organization.

Candidates interested in this position should have extensive expertise serving as a subject matter expert utilizing the Life Safety Code, The Fire Code, and other applicable NFPA standards. Experience in the oversight, management, and direction of staff towards the successful completion of fire protection and life safety related plan reviews and inspections of construction and renovation in all types of occupancy and building construction types is required. Candidates must also possess an understanding of the Center for Medicaid (CMS) standards as applied by the Joint Commission (TJC) towards hospitals and Healthcare and Ambulatory Occupancies, and the maintenance of all necessary documentation. The individual must be able to communicate in a manner which exudes confidence and expertise with all internal parties while navigating through a variety of complex tasks commonplace to a large academic medical center.

This position functions as a leader in the university's emergency response team, and must be available for call back in the event of an emergency. Experience in responding to and mitigating emergencies related to fire, rescue, and hazardous materials and operating within part of an Incident Command System is required.

### **Minimum Education**

Bachelor's degree in Fire Protection or similar related field (Master's degree or Professional Engineer preferred) **Preferred Certification(s)**

1. Certified Fire Protection Specialist
2. Certification Fire Inspector
3. Certified Fire Plans Examiner
4. Certification as a Firefighter, Hazardous Materials Technician
5. Certified Healthcare Safety Professional – Fire Safety Management
6. Certified Healthcare Facilities Manager

### **Job Specific Requirements:**

1. Conduct or supervise the life safety and fire protection inspections campus wide, including University hospitals, in accordance with the necessary regulatory codes, report problems and recommend solutions appropriately.
2. Oversee the completion of the inspection, testing, and maintenance of fire alarm and fire suppression systems, and portable fire extinguishers; fire protection project development; conduct

annual fire drills in all buildings; maintain and create necessary databases, report problems and recommend solutions appropriately.

3. Interpret life safety and fire protection codes campus wide, including two hospitals; to increase fire safety on campus.
4. Conduct or supervise the review of drawings and specifications for new construction and renovation projects; review and evaluate building acquisitions from a life safety and fire code standpoint; write reports and make recommendations appropriately.
5. Consult on and oversee the maintenance of Joint Commission documentation to ensure readiness of material for regulatory inspection.
6. Interact productively with every employee level within UT Southwestern, other Environmental Health and Safety programs, and the Dallas Fire Department.
7. Issue necessary fire prevention permits to internal employees and external contractors on campus.
8. Develop, conduct, or supervise training courses tailored to appropriate departments or groups within UT Southwestern regarding fire and life safety.
9. Supervises staff and manages Human Resources activities including recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations.
10. Assist in preparing for and responding to emergencies including hazardous materials incidents. Participates in emergency drills including fire drills.
11. Individual may be on-call or emergency situations may require the individual to respond at times outside of set work schedule.
12. This position is designated as essential. Personnel in designated essential positions are expected to report to work as required in the event of an emergency to sustain institutional services or protect assets.
13. Performs other duties as assigned.

Please visit the following website if you are interested in the position:

<http://jobs.utsouthwestern.edu/>