



DEPUTY DIRECTOR OF FIRE LIFE SAFETY

JC: 000206
PG: N11
FLSA: Exempt

BU: 95 (NR)
Created: June 2019

*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, assists in the direction and management of activities and operations of the Fire Life Safety Department, including the on-going development, implementation and maintenance of a Fire Life Safety Management program that facilitates compliance with applicable fire regulations, codes, standards and laws; oversees the coordination of jurisdictional fire and emergency response agencies to support safety initiatives and the continuity of District operations; provides support for the implementation of Districtwide safety plans and programs; serves in a leadership capacity to coordinate activities within the department, as well as with other executive staff, departments and outside agencies; provides highly responsible management support to the Director of Fire Life Safety; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the fully functional management classification responsible for the administration of the Fire Life Safety Department under the direction of the Director of Fire Life Safety. The classification is responsible for assisting in guiding the development, preparation and maintenance of the department's policies, and leads collaborative efforts with other departments to develop processes. Additionally, this classification will manage, supervise and oversee all BART and contracted staff assigned to provide Fire Life Safety related duties within the Fire Life Safety Department and will serve as the Director of Fire Life Safety in his/her absence. This classification is distinguished from the Director of Fire Life Safety in the latter's broader overall managerial responsibilities with respect to the management and oversight of Fire Life Safety programs.

REPORTS TO

Director of Fire Life Safety or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Coordinates with jurisdictional fire and emergency response agencies to support safety initiatives, including emergency response efforts and the continuity of BART operations.
2. Supports the Chief Safety Officer in the implementation of the BART System Safety Program Plan (SSPP) and Public Transportation Agency Safety Plan (PTASP) by leading the development,

implementation, and maintenance of a Fire Life Safety Management Program that facilitates compliance with applicable fire regulations, codes, standards and laws.

3. Develops and implements an inspections and assessments program for all BART facilities, equipment and systems to evaluate the effectiveness of fire and life safety programs; identifies and mitigates safety risks, and assures the system is in conformance to fire and life safety code requirements.
4. Oversees the completion of Fire Protection System (i.e. detection, alarm, suppression, and smoke control systems) tests and inspections as required by code and BART requirements.
5. Coordinates with existing BART Maintenance staff to assure fire protection systems are adequately maintained and functional.
6. Supports activities through the Safety and Security Certification processes (i.e. design review, installation, inspection, testing, commissioning, etc.) to assess the conditional and operational readiness of Fire Life Safety systems.
7. Provides recommendations for corrective actions associated with hazard findings and areas of non-compliance to BART's Director of Fire Life Safety, and, when necessary, BART senior management (i.e. General Manager, Deputy General Manager, AGM Operations, AGM PD&C, Chief Safety Officer, Chief M&E Officer, Chief Mechanical Officer and Chief Transportation Officer) in accordance with the hazard reporting processes defined in the SSPP/PTASP; guides oversight activities to assure corrective actions are completed.
8. Develops and implements training for BART staff on Fire Life Safety system operations, hazards, discrepancies, mitigations, and best practices is completed.
9. Develops and implements classroom and hands-on training to first responders servicing BART, educating crews on BART's Fire Life Safety system operations, hazards, and effective response strategies to a transit event, is completed.
10. Leads fire investigations, auditing and inspections to help determine probable cause(s), prepare reports, and fact-finding analysis, and tracking of identified non-conformance issues until closure.
11. Participates, supports, and leads Fire Life Safety-related committees, meetings and reviews with all applicable BART departments (i.e. Fire Liaison Committee, design reviews, safety committee meetings, etc.).
12. Provides technical expertise and recommendations for the development of specifications, requirements and designs with respect to projects involving fire codes and Fire Life Safety implications.
13. Supports the Executive Safety Committee to report on Fire Life Safety issues within the District and provides recommendations to BART senior management.
14. Leads the effort to identify resources required to conduct the duties of the Department of Fire Life Safety, including identifying and hiring a support staff.

15. Provides recommendations to language changed throughout safety related documents to BART's Director of Fire Life Safety, and, as necessary, BART senior management to stop unsafe work activities or conditions affecting BART customers, employees, the general public and contractors working on BART property.
16. Monitors acceptance testing on special systems such as automatic fire sprinkler systems, wet and dry standpipe systems, fire pumps, fire alarms, smoke control and management systems, and fixed fire-extinguishing/suppression systems.
17. Issues notifications to BART department managers for potential fire code nonconformance.
18. Guides the documentation and administration of Fire Life Safety findings and non-conformances and Corrective Action Plans (CAPs) through the use of the BART Safety Management System (SMS).
19. Develops documented policies for Fire Life Safety as it pertains to the BART system in coordination with all applicable departments (i.e. hot work, occupancy limitations, flammable material storage and utilization, emergency evacuation, drills and exercises, etc.).
20. Assists with emergency evacuation and egress analysis as it pertains to changes in system layout, design, function or operations. Provide guidance as to the acceptable of such modification on limited or permanent applications.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive fire life safety program.
- Principles and practices of policy and program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Applicable fire codes and requirements (i.e. California State Building Code, California Fire Code, National Fire Protection Association such as NFPA 130, NFPA 13, NFPA 101, NFPA 72, OSHA, etc.).
- Transit safety and security principles and requirements (i.e. Safety Management Systems, Safety Certification Programs, Safety Policy and Procedures, etc.).
- Fire protection systems and requirements to include detection, alarm, suppression, and smoke control.
- Operations of transit agencies, including subway and fixed guideway mass transit systems.
- Life safety and emergency egress systems and requirements such as fire doors, elevators, escalators, lighting, Public Address, etc.

Skill in:

- Managing a comprehensive fire life safety program.
- Developing and administering departmental goals, objectives and procedures.
- Analyzing complex safety issues.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Coordinating and working with first responders and local authorities.
- Working with the California Public Utilities Commission, California State Fire Marshal, and local

fire jurisdictions.

- Researching, analyzing and evaluating new service delivery methods and techniques.
- Representing the District effectively to outside agencies.
- Designing, installing, testing, inspecting, or commissioning fire protection systems and requirements including detection, alarm, suppression and smoke control.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Education

A Bachelor's degree in Fire Protection, Safety, Engineering, Emergency Management, Environmental Sciences, or a closely related field from an accredited college or university.

Experience

Five (5) years of (full-time equivalent) verifiable Transit Safety or fire life safety program experience involving coordinating and working with first responders, local authorities and public utilities which must have included at least one (1) year of management and administrative responsibility.

Substitution

Additional professional experience in fixed rail safety or maintenance can be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions

Office environment, exposure to computer screens; exposure to field conditions in the course of major accidents, and other related safety work; exposure to weather conditions.

Physical Conditions

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No