



## POSITION DATA

**JOB TITLE:** Fire & Life Safety Assistant Manager  
**DEPARTMENT:** Operations  
**REPORTS TO:** Manager Fire & Life Safety, Director of Security  
**CLASSIFICATION:** Exempt  
**DATE:** July 2020

## POSITION OVERVIEW

The Fire & Life Safety Assistant Manager would assist the Deputy-Director of Fire & Life Safety with the day-to-day fire prevention and life safety operational elements for all 9/11 Memorial & Museum facilities and personnel. Manages fire safety team, Interior Fire Alarm Plan Temporal 3 Evacuation Plan, Emergency Evacuation Plan at the 9/11 Memorial offices, the 9/11 Memorial Museum Stores, Memorial Museum/Plaza, and all other storage and off-site facilities. The Fire & Life Safety Assistant Manager will report to the Manager of Fire & Life Safety and the Director of Security.

## ESSENTIAL FUNCTIONS

- Oversees the Fire & Life Safety (FCS) program for all 9/11 Memorial & Museum facilities, ensuring a secure environment for all visitors and employees. Assists the Head of Security, Fire and Life Safety (HSFLS) in the preparation of all FLS protocols, standard operating procedures (SOPs), and contingency plans for emergencies. The Assistant Manager will be expected to contribute to the planning and documentation of FLS policies and procedures for the Memorial Plaza and the Memorial Museum, prepares and manages on-going updates of EAP/FSP protocols for all 9/11 Memorial & Museums facilities, ensuring that they are efficiently staffed and prepared for 24-hour daily operation, coordinate with, and maintain close communications with, the FDNY, the Port Authority's Site wide Operations Command Center (SWOCC), and other relevant enforcement and life safety governmental agencies.
- Supervises the Fire Safety Coordinators and provides input regarding FLS programmatic requirements and equipment use, train the Fire /EAP team, fire brigade, and FLS staff - coordinating their training with a competent authority, manages the FLS teams while they are performing EAP and FLS functions.
- Oversees staff (contract and in-house) training in Automated External Defibrillator (AED) Cardio-pulmonary Response (CPR) procedures, ensure that various equipment, as well as their permits and certificates of fitness, are in place, kept current, and that inspections and tests are successfully completed on time for FLS system standards.

- Maintains various logbooks as required, recording and tracking incidents and near misses of accidents consistent with OSHA requirements,
- Conducts investigations of FLS incidents which occur on, or at, 9/11 Memorial & Museum facilities.
- Maintains knowledge of FLS techniques, equipment protocols, threats, and countermeasures through self-study, research, and continuing education.
- Assists Facilities Division personnel to monitor deliveries of flammable and combustible materials to ensure that excessive quantities are not brought on-site, and that those materials are properly stored in UL (Underwriters' Laboratories) /FM (Factory Mutual Research Corp.) cabinets.
- Assists the HSFLS in the preparation and management of the Security Division Budget, assist in the preparation of Requests for Proposals (RFPs) for FLS services, ensure that all provisions of related and relevant contracts are adhered to, ensure contractor compliance with annual systems maintenance agreements, manage relevant work service orders to on-site contract technicians and provide quality control, and review relevant completed repairs and/or installations.

#### **OTHER RESPONSIBILITIES**

- Assists in preparing periodic Committee/Executive level reports, presentations, and/or agendas on budgeting, system performance, proposed improvements, and any necessary further analysis as needed, attend meetings as requested, handle a large variety of complex tasks and prioritize workflow in a fast-paced office environment.
- When directed, performs the duties of the Manager of Fire and Life Safety.
- When directed, acts in the stead of the Director of Security.

#### **MISSION EXPECTATIONS**

- Participates in the Annual 5K Fundraiser and September 11<sup>th</sup> Commemoration, as assigned.
- Assists with and support all 9/11 Memorial and Museum special projects and events, as assigned.

#### **QUALIFICATIONS/SKILLS REQUIREMENT**

Bachelor's degree in Safety Management.

Minimum 15 years' experience in fire department, physical security/life safety, or other law enforcement areas.

Minimum 5 years' experience in a mid- or senior management level, Fire Safety Coordinator (FDNY - C of F F-07), Supervisor of Fire Alarm (FDNY - C of F S-95) or

equivalent certification. Certificates of fitness as a Fire Safety Director and EAP Director would be required to be attained within twelve months of hiring.

Minimum 3 years' in private Fire Life Safety setting as a manager/supervisor of a significantly sized staff.

Proven knowledge of fire alarms and building systems, including; general knowledge of the mechanical, electrical, plumbing, construction and life safety systems of commercial buildings; knowledge of insurance and risk management; and knowledge of environmental codes and issues, and building codes pertaining to Fire Life Safety systems.

Certification by the American Heart Association as an AED and CPR instructor desirable.

Ability to recognize the importance of responsibility, authority and accountability.

Willingness to work non-traditional hours, think independently, take initiative, and meet deadlines.

Strong written and oral communication skills, excellent attention to detail, exceedingly well-organized, conflict resolution ability, leadership, team-building and motivational skills, and a professional and flexible manner.

Ability to interact well with a wide range of people and personalities of all levels within and outside the Memorial & Museum.

Must adhere to a policy of strict confidentiality in terms of information regarding 9/11 victims, bid documents, security and life safety incidents, and labor relations.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

- 
- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
  - The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
  - This document is a communication tool and not intended as a written or implied contract of employment.

- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- 

### HOW TO APPLY

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Send resume & cover letter to 9/11 Memorial Jobs – Security:  
[911mmsecurityjobs@911memorial.org](mailto:911mmsecurityjobs@911memorial.org)