

FIRE/LIFE SAFETY SYSTEMS MANAGER

DEFINITION

Manages the staff responsible for activities related to compliance with Los Angeles Fire Department Chief's Regulation 4 (Reg 4) program such as maintenance, testing, repair, installation, and certification of fire alarm and fire suppression systems in District facilities.

TYPICAL DUTIES

Manages and oversees staff responsible for District wide Reg 4 testing, certification, installation, and repair of fire, life, and safety systems such as fire alarms and fire suppression systems.
Serves as the District representative on Los Angeles Fire Department Reg 4 matters and coordinates with local Fire Authorities and external agencies as appropriate.
Prepares and presents monthly and annual reports for department leadership and external regulatory agencies detailing pertinent data and information relating to Reg 4 compliance.
Coordinates and executes district-wide annual or five-year functionality testing requirement of fire alarms and fire suppression systems with the use of internal staff or professional service contracts.
Develops specification for contract task orders, contract work confirmation, and manages the contractor invoicing process, and oversees the administration of professional service contracts for Reg 4 related projects.
Addresses inquiries regarding status of Reg 4 compliance on maintenance or construction projects
Addresses Local Fire Authority Non-Compliance notices by distributing to appropriate team and/or submits corrections with Local Fire Authority Legal Unit.
Reviews productivity reports prepared by staff for completeness, accuracy, and archiving and makes reassignments to ensure work is completed in a timely and efficient manner.
Oversees the complete inventory of fire/life systems for the District and surveys facilities to identify fire alarms and fire suppression systems.
Maintains Reg 4 Tester Certification training program for staff to achieve the required system type Reg 4 Certificate of fitness tester certification for the Los Angeles Fire Department.
Plans and directs the training of the fire/life safety systems staff.
Maintains inventory and ensures availability of equipment and supplies required to complete the necessary installation and/or repairs of fire alarms and fire suppression systems.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fire/Life Safety System Manager manages the staff responsible for Regulation 4 testing, repair, installation, and certification of fire alarm and fire suppression systems in District facilities.

The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

SUPERVISION

General direction is received from the Deputy Director of Facilities Maintenance and Operations or higher-level administrator. Supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

National, State, and local Fire and life system codes and regulations
Los Angeles Fire Department Reg 4 requirements and compliance requirements
Applicable building, electrical, fire, and life safety codes
Methods, procedures, materials, and tools of fire alarm and fire suppression systems
General building construction practices
Principles pertaining to the interpretation of plans and specifications and the documentation of related deviations
School design and construction processes including contract administration
Professional service agreements, bidding documents, and contractual requirements applicable to California Public School construction
Project management, schedule management, and budgeting
Division of the State Architect (DSA) certification requirements and process
Principles of organization, management and supervision
Microsoft Word and Excel

Ability to:

Analyze situations, identify problems, and recommend solutions
Plan, coordinate, and provide leadership in the maintenance, installation, and certification of fire alarm and fire suppression systems districtwide
Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
Compile and analyze complex data
Conduct meetings and provide effective leadership to the team, and public and private sector personnel
Make, support, and explain recommendations and decisions
Work effectively with internal and external stakeholders
Communicate effectively, both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, architecture, engineering, facilities planning, construction management, or a related field. Additional qualifying experience beyond that required may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Four years of experience with responsibility in maintaining and repairing fire/life safety alarm and suppression systems. Two years of the required experience must be in a lead or supervisory role.

Special:

A valid California Driver License.
Use of an automobile.

The following certifications are highly preferable:

Certification as a Los Angeles Fire Department Reg 4 Certified Tester for Complex Fire Alarm Systems and Central Stations.

National Institute for Certification in Engineering Technologies (NICET) Level 2 fire alarm Certification.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
08-16-21
HV/MHO