



Posting Title: Fire/Life Safety Coordinator
Location: DC-Jackson Graham Bldg-5th Fl
Reference #: 160240
Posting Open-Close: 04/20/2016 - 07/08/2016

Posting/Position Details:

All WMATA posted job openings are available through 11:59 pm the night **before** the noted Close Date. To ensure successful submission of application applicants are encouraged to apply well before this cut-off. The noted Close Date is the date on which the posting is automatically removed from the website as of 12:00am at which time submission of an application is no longer possible. (WMATA reserves the right to remove postings at any time without notice as business needs demand.)

Marketing Statement:

This position implements the department's policies, procedures and programs as they relate to emergency management planning, training and exercise efforts. Incumbent's responsibilities include execution of policy and program initiatives, writing training curriculum and reports, conducting training courses and exercises, and writing after-action reports.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Health, Emergency Management, Safety Management or a related health or science field with at least four (4) years of progressively responsible experience in one or more of the related primary areas described in the above summary, to include experience conducting the more complex investigations and developing requirements for special emphasis programs.

Equivalent combination of education and relevant experience will be considered if candidate can effectively demonstrate progressively responsible experience in one or more of the related primary areas described in the above summary, to include experience conducting the more complex investigations and developing requirements for special emphasis programs.

To be non-competitively advanced to the Fire Life Safety Officer, LS-10 level, the employee must have received an overall performance evaluation rating of "Exceeds Expectations" for the past one (1) year at the Fire/Life Safety Coordinator, LS-09 level, and/or have demonstrated the ability to perform the duties required for the Fire Life Safety Officer, LS-10 level.

PROGRESSION TO HIGHER LEVELS IS NEITHER AUTOMATIC NOR GUARANTEED. POSITIONS AT BO-09 LEVEL REQUIRE AN APPROPRIATE LS-10 ASSIGNMENT, WHICH IS DEPENDENT UPON WORKLOAD REQUIREMENTS, ORGANIZATIONAL NEED AND/OR COMPETITIVE RECRUITMENT.

Medical Group:

Ability to satisfactorily complete the medical examination for this class. Must be able to perform the essential functions of this job either with or without reasonable accommodation(s).

Job Summary/Duties:

The incumbent will support the Office of Emergency Management with emergency plan development and maintenance including the Emergency Operations Plan, Emergency Operations Center Manual, and Continuity of Operations Plan. This position will take a lead role in coordinating Departmental representatives trained and solicit their knowledge and expertise in order to keep the plans updated. These plans are "living documents" and need constant attention and revision. Additionally, the incumbent will be involved with a number of public safety efforts, internal and external to WMATA, which require heavy research and writing. This position operates in cooperation with the priorities of emergency management and hours may vary depending on the incident/situation at hand.

Works actively with the management team for the Office of Emergency Management and Fire/Life Safety Officers to

develop and maintain Emergency Plans; serves a lead role in coordinating meetings with departmental representatives involved with the emergency plans.

Ensures emergency plans work in concert with operations rules and protocols and jurisdictional plans. Ensures emergency plans are in compliance with FEMA guidelines, as well as WMATA's own System Safety Program Plan and Security and Emergency Preparedness Plan. Acts as the primary keeper of the plan documents, guaranteeing document control, and distributing final plans to appropriate personnel.

Schedules, arranges, and facilitates training in concert with the Emergency Plans on a regular basis to ensure WMATA staffs are aware and informed on emergency response, practices, and the plans themselves.

Participates with senior members within OEM in support of metropolitan transportation planning activities associated with the National Capital Region Transportation Planning Board (TPB), the Northern Virginia Transportation Commission (NVTC) and other regional planning organizations on topics associated with the maintenance and stability of Metro's systems.

Participates or serves as a liaison on local and state transportation projects and studies concerning the expansion of the Metrorail system or Metrobus services into areas not currently served by the Authority.

Assists with incident After Action reports and the development, tracking, and closure of corrective actions relevant to improving emergency practices (preparedness, response, recovery, and mitigation) and guidelines outlined within the plans.

Writes, submits and/or contributes to Emergency Management reports and materials; weekly reports, the annual report, board reports, special reports, staff meeting agendas, presentations, memos, emails, letters, etc.

Assists in the monitoring or detection signs and symptoms of persons exposed to toxic gases.

Researches and summarizes relevant public safety, health, incident and emergency topics as well as current events as requested.

Supports emergency management activities including operations, training, and outreaches as requested.

Communicates effectively during presentations, meetings, and in emergency events.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

Evaluation Criteria:

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Personal Interview
- Skills Assessments
- Verification of education and experience
- Criminal Background Check
- Credit history report for positions with fiduciary responsibilities
- Successful completion of a medical examination including a drug and alcohol screening
- Review of a current Motor Vehicle Report

Closing:

Washington Metropolitan Area Transit Authority, a Federal contractor, is an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, creed, religion, national origin, sex, gender, gender identity, age, sexual orientation, genetic information, physical or mental disability, or status as a protected veteran, or any other status protected by applicable federal law, except where a bona fide occupational qualification exists. Our hiring process is designed to be accessible and free from discrimination. This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job Descriptions are available upon confirmation of an interview.