

University of Houston – Clear Lake

Position Description

Job Title: **Director, Emergency Management & Fire Safety**

Job Code: **2330**

Pay Grade: **070**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Emergency Management, Fire Safety, Engineering or a related field.	Master's degree in related field.
Experience	Three years experience in fields directly related to the duties of this position.	Five years of experience in a university or state agency environment with documented experience in developing, implementing, and successfully operating an Emergency Management Plan and managing fire safety practice, compliance and equipment.
License/Certification	Basic Fire Inspector Certification required within one year of appointment.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Director of Emergency Management and Fire Safety oversees all aspects of UHCL's Emergency Management Plan and guides the UHCL leadership team through all facets of emergency management, including prevention/mitigation, preparedness, response and recovery. Develop mutual aid agreements with all applicable local and state agencies and maintain strong communications and joint working relationships through shared planning and tabletop exercises. Ensure UHCL achieves and maintains full compliance with state and federal emergency management regulations through the multi-hazard emergency management plan and is prepared for emergency situations. Manages the university's fire and life safety services to implement and enforce applicable safety codes, policies and procedures. A member of the university Hurricane Ride-Out Crew and subject to 24-hour emergency callout.

Duties and responsibilities	% Time
Develop and maintain the university's All-Hazards Emergency Management Plan. Develop new policies and procedures as needed to meet state and federal regulations. Conduct annual review and update of UHCL's Emergency Management Plan and oversee exercises to test the university's response to various emergency situations. Develop and maintain an up-to-date UHCL Emergency Management website.	40
Participate in the plan review process for facility construction and renovation projects in the areas of fire and life safety, fire alarm systems, access and egress and fixed and portable fire protection equipment to ensure code compliance. Perform fire safety inspections and audits of university facilities. Identify and correct deficiencies. Attends and represents UHCL at all applicable UH System Emergency Management and Fire/Department of Public Safety meetings and training exercises. Attend emergency preparedness meetings with local, regional, state and federal agencies. Liaison with State of Texas Fire Marshal and local fire departments. Prepare oral and written reports as needed to keep UHCL administration apprised of regulatory activities and university preparedness preceding and during emergency events, and following drills and	25

inspections.	
Serve as lead trainer on all matters relating to emergency management and fire safety. Develop, implement and coordinate emergency preparedness drills, including but not limited to tabletop drills and full-scale mock exercises. Coordinate with and involve applicable local agencies in training exercises. Oversee maintenance of the university's Business Continuity Plan, providing input on departmental emergency and mitigation plans. Identify systems and operations weaknesses and recommend solutions. Responsible for the maintenance, testing, inspection and required certification of all fire protection equipment, including, but not limited to, fixed fire protection systems, fire hose cabinets, portable fire extinguishers, fire hydrants and fire alarm systems.	25
Assist with preparation of the annual budgets and long range planning related to emergency management and fire safety. Performs other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.