

**Job Title:** Lead Fire and Life Safety Director  
**Program:** Encore 49 Residence  
**Supervisor:** Assistant Director of Senior Supportive Housing Services  
**Job Status:** Full Time/ NonExempt  
**Job Hours:** 35 hours including Hper week  
**Location:** Midtown - Manhattan

**About Encore:** How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. Encore provides a comprehensive array of programs for older New Yorkers, including: supportive and affordable housing, home-delivered and sit-down meals, case assistance, education, recreation, and friendly visiting. The organization takes a "no wrong door approach" to ensure Seniors are able to access all of their neighborhood and other entitled resources, so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York's diverse and vibrant senior community.

**About Position:** The ultimate aim of the Encore 49 Residence is to prevent recidivism of hospitalization and/ or homelessness and improve quality of life for older New Yorkers. The Lead Fire and Life Safety Director is responsible for the supervision of all Fire Life Safety staff. The LFLSD will required to train all FLSD and implement the FDNY plan (e.g. Comprehensive Fire Safety and Emergency Action Plan or Fire Safety and Evacuation Plan), to conduct FLS staff training, fire and non-fire emergency drills and other duties indicated in the Fire Code and Fire Rule. The individual must hold a valid Certificate of Fitness (T89). They perform regular fire safety inspections of the facilities, ensuring that they meet all necessary codes and regulations. They also respond to fire emergencies and arson crimes, investigating and reporting the causes of fire and taking appropriate responsive actions.

## **Responsibilities:**

### **Fire Safety**

- Oversee the Fire Command Post and front desk area.
- Report any Fire conditions to the FDNY.
- Be familiar with the written Fire Safety plan and evacuation procedures.
- Conduct test of Fire Command Station and required and document in the Fire log
- Initiatetemporary preventive measures to ensure the safety of the building and tenants.
- Conduct Quarterly fire drills
- Assume leadership role in emergency situations by calling 911 or EMS.
- In the event of fire, report to Command Station and ensure that ADT and Fire Department have been notified of fire event.
- At the beginning of each shift, receive keys and oral/written report of former shift.
- Schedule and conduct 100% inspections on semi-annual basis

### **Life Safety**

- Maintain physical and emotional safety of all Residents in the building;
- Ensure building security including operating entrance door buzzer system to visitors and residents
- 3 requiring visitors to sign in and out;
- Contact emergency personnel as necessary and accurately and adequately complete reports or

- documentation;
- Conduct at least two building rounds per shift and complete Fire Life Safety Rounds Checklist.
- Maintain working knowledge of all building systems.
- Monitor all security devices, including video security monitors and alert alarms and report if there are issues to direct supervisor
- Write up work orders for maintenance repairs and log in work order book.
- Clearly and accurately document all incidents and report in a timely manner
- Ensure timely reporting, documentation and record-keeping and hard copy files in accordance as mandated by funding sources or agency administrator, in an orderly and up-to-date manner;
- Report malfunctions or unusual incidents of system to Building Manager; including elevator operations.
- Call repair company as instructed by Facilities and IT Manager.
- Record maintenance issues or incidents in Log book.
- Close all kitchens and laundry as required.
- Actively participate in the interdisciplinary team approach at Encore 49, including communicating with the Senior Director of Programs, Assistant Director of Senior Housing Services and Maintenance Staff;
- Participate in staff meetings and supervisory sessions.
- All other duties as assigned by supervisor(s).

#### **Lead Front Desk**

- Responsible for investigating and reporting hazards, unusual or suspicious circumstances in a workplace
- Maintain Front Desk area in an organized manner ensuring all memos and staff related notices are up to date and properly posted
- Hold Quarterly staff meetings
- Update FLSD and front desk paperwork as needed; not limited to visitor logs sheets, brigade forms, HHA sign in sheets, and Maintain FLSD and front desk documentation in a neat, clean and organized file.
- Answer main telephone and transfer calls to staff and residents in a polite and courteous manner;
- Perform duties in a professional manner maintaining the confidentiality of all information and by participating effectively within and across teams;
- Complete the FLSD work schedule and submit to immediate supervisor on a weekly basis.
- Ensure FLSD's submit OT and Exception forms by Friday 5pm.
- On call coverage if staff call out and cannot find a replacement
- Communicate changes the FLSD team verbally and through documentation
- Ensure FLSD's complete monthly COVID testing and submit results to HR or the Assistant Director.
- Communicate with immediate supervisor any concerns within the FLSD team.
- Participate in the Emergency Planning committee.
- Read and response to emails on a daily basis.
- Flexible, must be available to work any shift (mornings, evenings, overnight), weekends and holidays as needed.

#### **Required Qualifications:**

- Sensitivity and empathy for all residents;
- Two years' experience in fire safety and have a Fire Life Safety Licensure
- Ability to handle emergency situations
- T89 certificate
- Be able to lift 25lbs

**Preferred Qualifications:**

- Proven experience with the seniors who are formerly homeless, and/ or those with mental health diagnoses;
- Expert written, oral, and interpersonal communication skills;
- Experience working both independently and in a team-oriented and collaborative environment;
- Excellent organization skills;
- Work well under supervision;
- Work well and take initiative in a fast passed and high intense and ever evolving environment;
- Bilingual a plus.

**How to apply:** Email Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate “**Lead Fire Life Safety Director**”.

*Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**