



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Fire and Life Safety Director
Program: Encore 49 Residence
Supervisor: Residential Manager of Senior Supportive Services
Job Status: Full Time/ Non-Exempt
Job Hours: 40 hours per week/ On-Site
Location: Midtown – Manhattan
Salary: \$22 - \$24 per hour/ Commensurate with Experience

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

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 Fire and Life Safety Director is responsible to 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.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

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
- Initiate temporary 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.
- 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 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.
- 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
- Assist in medication advocacy and document after each administer
- 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, Residential Manager of Senior Housing Services and Maintenance Staff;
- Participate in staff meetings and supervisory sessions.
- All other duties as assigned by supervisor(s).

Front Desk

- Maintain Front Desk area in an organized manner.
- 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;

Required Qualifications:

- Sensitivity and empathy for all residents;
- Two years' experience in fire safety
- Ability to handle emergency situations
- T89 certificate

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 paced and high intense and ever evolving environment;
- Bilingual a plus.



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Diversity, Equity, and Inclusion (DEI) Statement

Encore Community Services is committed to nurturing a diverse, equitable, and inclusive workplace where everyone feels valued and empowered. We celebrate diversity in all its forms and strive to create an environment where every individual can thrive. Our commitment to equity ensures that all employees have fair access to opportunities and resources. Through active listening, continuous learning, and accountable leadership, we aim to build a culture of belonging and mutual respect. Together, we can drive innovation and make a positive impact on our communities.

Join Us!

If you are ready to be part of a dynamic and inclusive team that is making a real impact, we invite you to apply today. Discover your potential with Encore Community Services and help us shape our community and the future.

How to apply: Email your **Resume** and **Cover Letter with Salary requirements** to jobs@encorenyc.org In the subject line, please indicate "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.