



400 US Highway 1 & 9 (Marion Gardens) Jersey City, NJ 07306  
Department of Resident/Staff Development & Strategic Planning  
Tel 201.706.4680 Web [www.jcha-gov.us](http://www.jcha-gov.us)

Date: September 14, 2020  
To: All Qualified Applicants  
From: Human Resources Department  
Subject: Job Opening

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**POSITION:** FIRE & SAFETY MANAGER  
**RATE OF PAY:** \$30.00/HR (MAXIMUM 21 HOURS PER WEEK)  
**DEPARTMENT:** SKILLED TRADES SERVICES

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Please see attached job description which includes a list of responsibilities and required qualifications.

Candidates interested in this position may submit a **completed application, resume and cover letter** to the Department of Human Resources via e-mail to [HR@jcha.us](mailto:HR@jcha.us) no later than close of business **Friday, September 25, 2020**. Employees who meet the minimum requirements and other qualifying criteria will be invited to move forward in the employment consideration process through a phone screen and/or personal interview.

Please call the Office of Human Resources at **(201)-706-4683** if you have any questions regarding this position.

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**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>.

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xc: JCHA: V. Brady-Phillips

**FIRE AND SAFETY MANAGER****DEFINITION:**

Under the direction of the Regional Asset Manager, performs the necessary fire safety enforcement and oversight in buildings classified as high-rise, in accordance with the New Jersey Uniform Fire Code and local fire safety regulations; performs other related duties, as required.

The Fire and Safety Manager will be responsible for providing involved JCHA staff and community residents with necessary training in all areas of fire safety to ensure appropriate fire safety monitoring and reporting.

**ESSENTIAL RESPONSIBILITIES: FIRE SAFETY**

1. Ensures that buildings classified as high-rise are in compliance with fire safety regulations, as set forth by the New Jersey Uniform Fire Code and local fire safety ordinances.
2. Initiates a year-round fire safety program for occupants and involved staff members in buildings classified as high-rise, which provides the necessary fire safety education, training and licensing.
  - Speaks before community residents and staff members concerning fire prevention methods, encouraging use of fire prevention measures.
  - Provides scheduled demonstrations for residents and staff members on methods regarding the proper use of fire safety procedures in the home.
3. Provides community residents and staff members with updates on changes in applicable laws, as well as advancements in the field of fire safety.
4. Promotes familiarity of safe, systematic and orderly evacuation procedures to community residents and staff members, through regularly scheduled fire drills and/or emergency evacuation drills.
5. Conducts periodic evaluations of established systems and procedures and makes appropriate recommendations to improve fire safety plan.
6. Works closely with fire officials, fire departments, and municipal officials in interpreting and/or applying the New Jersey Uniform Fire Code and local fire safety regulations.

**ESSENTIAL RESPONSIBILITIES: RISK MANAGEMENT**

1. Assist the Authority in evaluating its exposures, and recommended professional methods to reduce, assume or transfer risk or loss.
2. Assist in the formation of a JCHA Safety Committee.
3. Provide the Authority with general assistance in the preparation of applications, statement of values, etc. as required.

**ESSENTIAL RESPONSIBILITIES: RISK MANAGEMENT (CONT'D)**

4. Assist in reviewing loss and engineering reports, and provide general assistance to the safety committee in its loss containment objectives also, attend when requested, safety committee meetings to promote safety objectives and goals.
5. Review certificates of insurance from contractors, vendors and professionals when requested by the Authority.
6. Assist where needed in the settlement of claims, with the understanding that the scope of risk management services does not include services normally provided by a public adjuster.
7. Provide any other risk management related services required by the Joint Insurance Funds By-laws.

**SECONDARY RESPONSIBILITIES:**

- Provides regular periodic reports on fire safety activities in all involved buildings.
- Acquires appropriate written reports and/or information in the event of a building fire.
- Ensures that appropriate staff is available and working, in accordance with established work schedules.
- Coordinates informational meetings with staff, residents and fire officials.
- Continues to update agency Fire Safety Plan.

**POSITION REQUIREMENTS AND QUALIFICATIONS:****A. Education/Experience/License:**

1. Minimum five (5) years experience in a field associated with fire service, fire protection industry and/or fire prevention activity, OR five years experience in a responsible position pertaining to operation of building service equipment, as defined in the Building Code, OR a satisfactory combination or equivalent.
2. Possession of a High School Diploma or equivalent GED.
3. Possession of a valid New Jersey State Driver's license and access to an automobile for work use and geographic familiarity with the city of Jersey City.
4. As a term and condition of continued employment, successful candidate must take appropriate courses, successfully pass examinations for Fire Safety Manager's program, and receive certification within six months of appointment.
5. *Experienced Firefighter Preferred.*

**B. Ability:**

1. Ability to plan, schedule and prioritize work assignments.
2. Ability to comprehend, analyze, and interpret basic laws, standards and policies, and apply them to specific situations.
3. Ability to establish cooperative working relationships with community residents, staff members, municipal and fire officials, and other parties concerned with enforcement of fire safety laws.
4. Ability to identify existing and potential fire safety hazards, and to explain these hazards to community residents, staff members, etc.
5. Ability to appropriately serve as a representative of the JCHA in a professional and positive manner in terms of conduct, appearance and behavior.
6. Ability to understand and carry out oral and written direction; and to establish, document and maintain written records and files.
7. Demonstrated excellence in written communication for a variety of audiences.
8. Ability to take and maintain a firm, courteous and professional stand when differences of opinion arise and to work harmoniously with peers, supervisors, subordinates, resident leadership and with those individuals interested in or with the programs and services of the JCHA.

**C. Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others.**

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