

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7886300

Supervisor Fire & Safety Program, Grade 25

Brief Description of Class

Incumbents are responsible for the development, maintenance, and oversight of all agency fire safety programs. Incumbents oversee regional fire safety positions assigned to implement fire safety programs at all sites operated and certified by the agency.

Positions in this title are only classified at the Office for People With Developmental Disabilities' Central Office and the Office of Children and Family Services' Home Office.

Distinguishing Characteristics

Supervisor Fire & Safety Program: one position class; oversees all agency fire safety programs; supervises regional Fire and Safety Representatives in the development, implementation, maintenance, and evaluation of fire safety programs, and the provision of fire safety training.

Illustrative Tasks

Supervisor Fire & Safety Program

Directs the development, implementation, maintenance, and evaluation of all fire safety programs, initiatives, and training for an agency; oversees regional Fire and Safety Representatives responsible for implementing fire safety programs and training.

Oversees the development, implementation, and maintenance of all Life Safety Code upgrades related to fire safety; statewide fire prevention policies and procedures; and fire safety outreach and training programs.

Analyzes fire reporting data and reports from lower level staff; and develops technical reports based on the analysis for higher level review.

Consults with and provides fire safety expertise to architects, engineers, and facility managers to resolve identified fire safety issues at all sites operated and certified by the agency.

Oversees the development of fire evacuation plans, observes and evaluates evacuation drills, and provides feedback to internal agency staff and voluntary agency staff on improving evacuation practices, policies, and procedures.

Keeps current on codes, rules, laws, regulations, trends, and best practices pertaining to fire safety, including Life Safety and Fire code; and informs internal agency staff and voluntary agency staff of changes impacting fire safety operations.

Minimum Qualifications

Supervisor Fire & Safety Program

Promotion: two years of service as a Fire and Safety Representative.

Open Competitive: eight years of experience in the administration of a fire safety, fire prevention, fire inspection, and/or fire training program, at least one year of which included supervision of subordinate staff.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 11/2022

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