



Job Code: 8042

Grade: 24

HCWR: N

Job Title

Director of Life Safety

Department

Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Director of Life Safety identifies and provides leadership and daily oversight for all life safety management activities within the Cook County Health and Hospitals System (CCHHS). Is responsible for identifying and implementing organizational policies around Life Safety and Environment of Care in accordance with applicable local county, state, federal and regulatory requirements. Provides strategic direction and leadership to ensure all CCHHS buildings and facilities, system-wide, operate within the environment of care standards and are in compliance with regulatory agency requirements including TJC, OSHA, EPA and FDA, as well as compliance with local agencies such as the Chicago Fire Department and the Illinois Department of Public Health, etc. Areas of responsibility include Fire Safety, Emergency Management, Environmental Safety, and Hazardous Material and Regulated Waste Management.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Responsible for the development, implementation, and monitoring of system-wide life safety policies and procedures to ensure all CCHHS buildings and faculties provide a safe environment for patients, employees, vendors, and visitors
- Ensure that policies and procedures are updated and provide continuous compliance with standards of all pertinent regulatory agencies
- Direct and oversee performance of staff and outside contractors to ensure staff follows all approved policies and procedures
- Conduct performance reviews and establish performance goals for staff. Represent department in all labor disputes or union hearings. This is a confidential position
- Serve as CCHHS representative to external regulatory agencies. Establish positive working relationships with agency representatives and mutual aid partners
- Serve as Chairperson of the Safety Committee. Oversee and train life safety and emergency response teams
- - Coordinate drills and exercises for emergency response and evacuation in cooperation with site Life safety Coordinators and site-specific emergency responds teams
- - Establish and maintain emergency supplies and equipment
- - Conduct emergency response program compliance and effectiveness audits
- - Develop consistent messaging to employees about emergency preparedness at work - Work with all lines of business to promote that all aspects or the program are implemented and effective
- - Ensure continuous improvement of Life Safety Department by assessing activities, providing necessary resources, communicating with employees, gathering bench marking information, visiting other external facilities, attending conferences, conducting internal audits, etc.
- Conduct risk assessments such as construction risk assessments, hazard surveillance rounds, and fire drills
- Prepare and review plans of correction in response to identified or cited safety deficiencies
- Prepare reports on life safety activities including, hazard surveillance rounds, fire drill performance, complaint investigation, and summary of corrective actions
- Direct and coordinate life safety plans during environmental emergency occurrences
- Lead the development and implementation of a Safety Education Orientation Program for



Typical Duties

- new employees and as continuing education for all employees
- Develop and implement a hospital-wide Respiratory Protection Program
- Develop and implement an Occupational Accident/Injury Prevention Program
- Investigate environmental safety complaints, oversee corrective actions. Prepare and review plans of correction in response to cited safety deficiencies
- Confer with and accompany regulatory agency surveyors during inspections
- Confer with Facilities Management staff regarding project design and construction requirements
- Enhancing personal and professional development through attendance of regulatory agency and life safety association seminars

Reporting Relationship

Reports to Executive Director of Facilities

Minimum Qualifications

- Bachelor's (or higher level) degree from an accredited college or university
- Seven (7) years' experience in a life safety, fire safety, or emergency response position
- Three (3) years' experience in a safety leadership capacity
- Three (3) years prior experience in a safety role within a hospital or healthcare environment or (3) years prior experience overseeing life safety for an organization with multiple buildings and facilities

Preferred Qualifications

- Masters of Science Degree in Health Services Administration
- Prior experience in a union environment
- Completion of OSHA 30-hour Compliance Course
- Certified Safety Professional (CSP) or Construction Health and Safety Technologist (CHST), or Certification as a Healthcare Safety Professional (CHSP)
- Certified Health Care Protection Administrators (CHPA) through the International Association of Health Care Security and Safety, or eligible to be certified within one year of hire date
- Proficiency with Microsoft Office Suite products

Knowledge, Skills, Abilities and Other Characteristics

- Positive interpersonal communication skills. The ability to build relationships within the organization and to represent CCHHS with appropriate regulatory agencies
- Strong written and verbal communication skills. Ability to write procedures, as well as prepare reports and effectively present information in meetings
- Experience facilitating meetings and employee training sessions
- Strong decision-making skills. Ability to exercise discretion and make wise decisions during crises or emergency situations
- Strong organizational skills and project management skills
- Proficient in Microsoft Office products; Word, Excel, PowerPoint



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.