

Opening Date: **February 22, 2018**

Closing Date: **Until Filled**

JOB OPPORTUNITY

MISSOURI DIVISION OF FIRE SAFETY



TITLE: Public Safety Manager

LOCATION: Jefferson City, Missouri

SALARY: \$60,000.00 base

DESCRIPTION:

The Public Safety Manager supervises the operation and personnel of the Elevator/Amusement Ride Safety Unit. Works independently and under the direction of the Fire Marshal with guidance from the Elevator Safety Board and the Amusement Ride Safety Board to enforce the applicable rules and regulations, as required by statute.

EXAMPLES OF WORK PERFORMED:

Administers licensing process for elevator inspectors, mechanics, contractors and amusement ride inspectors. Issues licenses subject to confirmation by the relevant board. Issues permits for elevator equipment and amusement rides. Maintains files on all locations that have elevators in Missouri and maintains a file for each elevator. Submits written reports and addresses questions asked regarding the Elevator Safety Act Rules and Regulations. Researches and compiles reports, both technical and administrative, as required by the Division of Fire Safety, the Elevator Safety Commission and others. Assures follow up actions are taken regarding inspector findings.

Performs elevator inspections, as required. Makes recommendations to correct unsafe conditions found during inspections conducted by the program manager or any other inspector. Reports findings to the appropriate authorities or initiates actions as permitted by statute.

Investigates complaints of hazardous or non-compliant elevator and amusement ride equipment.

Proposes changes to the Missouri Elevator Safety Act and Rules based on technological advances, the ASME Elevator Code or other Code changes. Submits proposed changes to the appropriate State authorities for consideration or rule promulgation *with prior approval of the Elevator Safety Board.*

Develops and provides interpretations of the *Elevator Safety Act Rules and Regulations* and obtains necessary approval from appropriate authorities. Reviews the ASME Elevator Code and other Codes for variances and proposes acceptance or rejection, to the Elevator Safety Board. *Completes plan reviews of proposed elevator installations and approves or denies plan permits in accordance with the Elevator Safety Act Rules and Regulations.*

As oversight of the Amusement Ride Safety Program falls within the Division of Fire Safety, the program manager also proposes changes to the Amusement Ride Safety Act based upon code & statutes.

QUALIFICATIONS:

An applicant for the position of Public Safety Manager must meet the following minimum qualifications and requirements:

- ◆ Shall be a graduate of an accredited four (4) year college or university with major course work in engineering, architecture, public administration, or related field; four (4) years professional elevator inspection experience; **and** hold a Qualified Elevator Inspector (QEI) certification; or
 1. graduate from an accredited two (2) year college or university with major course work in engineering, architecture, public administration, or related field; six (6) years professional elevator inspection experience; **and** hold an American Society of Mechanical Engineers Qualified Elevator Inspector (QEI) certification; or,
 2. a high school education or the equivalent and at least eight (8) years professional elevator experience, **and** hold an American Society of Mechanical Engineers Qualified Elevator Inspector (QEI) certification.
 3. Possess certification at either the National Association of Amusement Ride Safety Officials-Level 1 (NAARSO) or American Industry Manufacturing and Suppliers (AIMS) amusement ride inspector level is preferred, if not, applicant will need to obtain one of these certifications within 12 months of employment.

ADDITIONAL QUALIFICATIONS AND REQUIREMENTS:

- (1) Must be a resident of Missouri (*may be established after accepting position*).
- (2) Excellent public relation & communication skills.
- (3) Shall be of good moral character
- (4) Shall not have been convicted of a felony or other crime involving moral turpitude.
- (5) Shall be a citizen of the United States
- (6) Shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe.
- (7) A Public Safety Manager shall not hold any other commission or office, elective or appointive, or accept any other employment while a Manager.
- (8) A Public Safety Manager shall not accept any compensation, reward, or gift other than regular salary and expenses for the performance of official duties.
- (9) Must be able to enter confined spaces and may be required to perform inspections in a variety of uncomfortable locations due to elevator/amusement ride placement within a building, facility or location. This may involve extreme temperature, stooping, kneeling, bending, climbing ladders, etc. Must be able to withstand heights, which includes good balance, eye-foot coordination and eye-hand coordination.
- (10) Must have the ability to lift 20 pounds and place it down safely and climb ladders or several flights of stairs without injury.

APPLICATION:

Individuals who wish to be considered for this position must complete a Division of Fire Safety, Application for Employment. Applications can be obtained at the Division of Fire Safety, 205 Jefferson Street; 13th Floor, Suite 1315, Jefferson City, Missouri 65101 or at www.dfs.dps.mo.gov. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), including three professional and three personal references, must be returned to the above location.

NOTE: The Department of Public Safety, Division of Fire Safety reserves the right to fill positions through transfer, reclassification, and promotion of existing employees.

AN EQUAL OPPORTUNITY EMPLOYER

Individuals needing accommodations in the application process please contact the Personnel Office of the Missouri Division of Fire Safety.