POSITION OVERVIEW:
The deputy director of security, fire, and life safety supervises the day-to-day security and fire- and life-safety operations at all 9/11 Memorial & Museum facilities and all 9/11 Memorial & Museum security/fire- and life-safety personnel. These facilities include the 9/11 Memorial plaza, the Museum, and the Emergency Command Center. He/She will report to the executive vice president of security, fire, and life safety (EVPSFLS) in the Operations department.

ESSENTIAL FUNCTIONS
• Directs/oversees all security-related and fire- and life-safety (FLS) activities for the 9/11 Memorial & Museum, ensuring a safe and secure environment for all visitors and employees
• Assists the EVPSFLS in the preparation of all security and safety protocols, standard operating procedures, and contingency plans for specific incidents and emergencies—all contributing to the planning and documentation of security and safety policies for the 9/11 Memorial & Museum
• Works with Visitor Services personnel and security personnel to manage visitor access on and off the Memorial plaza, and in and out of the Museum
• Supervises the operation of the Emergency Command Center, its personnel, and all related equipment
• Supervises all 9/11 Memorial & Museum security and life-safety personnel, including in-house staff and contracted security service providers
• Supervises the security staff in the proper securing of 9/11 Memorial & Museum property during off hours and ensures efficient 24-hour daily security operations
• Supervises security for 9/11 Memorial & Museum special events
• Assists the EVPSFLS in the proper acquisition, permitting and certification, maintenance, periodic inspection and testing, and use of all 9/11 Memorial & Museum security equipment, including Enhanced Metal Detection (EMD), baggage x-ray equipment, and electronic security systems
• Assists the EVPSFLS in the conduct of investigations of security and safety incidents which occur on, or at, 9/11 Memorial & Museum facilities
• Maintains knowledge of security and management procedures, equipment protocols, threats, and countermeasures through self-study, research, and continuing education
- Coordinates and maintains close communications with the FDNY, the Port Authority’s Site-wide Operations Command Center (SWOCC), NYPD, and any other relevant agencies
- Assists the EVPFLS in preparation and execution of VIP/executive protection details visiting the Memorial and the Museum
- Reviews incident reports that are prepared for accuracy and completeness
- Manages the incident report system including maintaining computerized files and updates periodically
- Manages daily operations to ensure cost savings are implemented, when feasible
- Ensures contracted security guard company is in compliance with Article 7A of the General Business Law (security guard licensure, training, background checks, etc.)
- Oversees the FLS program for all 9/11 Memorial & Museum facilities, ensuring a safe and secure environment for all visitors and employees
- Assists the EVPSFLS, with significant assistance and input from the manager(s) of fire and life safety, in the preparation of all FLS protocols, standard operating procedures, and contingency plans for specific emergencies—all contributing to the planning and documentation of life-safety policies and procedures for the 9/11 Memorial & Museum
- Oversees the training, provided by the assistant manager(s) of fire and life safety, of a fire and emergency team, fire brigade, and FLS staff
- Manages FLS teams while they are performing emergency planning and fire- and life-safety functions
- Ensures that staff (contract and in-house) are trained in automated external defibrillator (AED) and cardio-pulmonary response (CPR) procedures
- Ensures that various equipment, as well as their permits and certificates of fitness, are in place, kept current, and that inspections and tests are successfully completed on time for FLS system standards
- Maintains various logbooks as required, recording and tracking incidents and accidents consistent with OSHA requirements
- Conducts investigations of FLS incidents which occur at 9/11 Memorial & Museum facilities
- Monitors deliveries of flammable and combustible materials to ensure that excessive quantities are not brought on-site and that those materials are properly stored in UL/FM cabinets
- Assists in the preparation of requests for proposals (RFP) for FLS services
- Ensures that all provisions of related and relevant contracts are adhered to
- Ensures contractor compliance with annual systems maintenance agreements
- Supervises work service orders of on-site contract technicians and provide quality control
- Reviews completed repairs and/or installations
- Provides assistance regarding “best practice” business safety standards, solutions and guidance to maintain a secure environment for the protection of personnel, property and information
• Provides direction for major security related projects and physical security
technologies including but not limited to; various card key access systems, alarm
systems, video surveillance systems, security services, IT and data security
systems, and various other related systems

OTHER RESPONSIBILITIES
• Prepares post descriptions and post orders
• Ensures that all security staff is properly uniformed and equipped
• Ensures that all security staff are familiar with their post descriptions and post
orders
• Attends meetings as directed
• Supervises contracts of vendors including processing invoices to Finance
Department
• Handles a large variety of complex tasks and prioritizing workflow in a fast-paced
office environment
• Understands security laws, regulations, and contract requirements; directs
subordinates in enforcing compliance; and maintains relationships with law
enforcement, regulatory agencies, and other issuers of security equipment
• Assists EVPSFLS in managing security-incident response planning and
investigation of breaches; assists with disciplinary and legal matters associated
with such breaches
• Provides assistance regarding best practice business safety standards, solutions,
and guidance to maintain a secure environment for the protection of personnel,
property, and information
• Provides direction for major security-related projects and physical security
technologies, including but not limited to various card key access systems, alarm
systems, video surveillance systems, security services, IT and data security
systems, and various other related systems
• Performs other duties, as assigned.

MISSION REQUIREMENT
• Participates in the annual 5K fundraiser and September 11
commemoration, as assigned
• Assists with and supports all 9/11 Memorial & Museum special projects and
events, as assigned

QUALIFICATIONS/SKILLS REQUIREMENT
• A minimum of 15 years of experience in physical security/life safety, fire
department, or law enforcement areas
• Associate degree or equivalent relevant experience required
• Minimum of 5 years of experience at a mid-or senior-management level
• Proven knowledgeable with security screening technology
• Demonstrated ability to supervise the screening of large numbers of people
• Ability to recognize the importance of responsibility, authority, and accountability
• Willingness to work nontraditional hours, as needed
• Ability to interact well with a wide range of people and personalities of all levels within and outside the 9/11 Memorial & Museum
• Certificates of fitness as a Fire Safety Coordinator (or obtain within 12 months of employment)
• At least 3 years in private FLS setting as a manager/supervisor of a staff of significant size
• Knowledge of fire alarms and building systems, including general knowledge of the mechanical, electrical, plumbing, construction, and life safety systems of commercial buildings; environmental codes and issues; and building codes pertaining to FLS systems
• Certification by the American Heart Association in use of an AED and proficiency in CPR
• Strong written and oral communication skills, excellent attention to detail, exceedingly well-organized
• Demonstrates conflict-resolution ability, leadership, team-building and motivational skills, and a professional and flexible manner
• Must adhere to a policy of strict confidentiality in terms of information regarding 9/11 victims, bid documents, FLS incidents, and labor relations

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
• This document is a communication tool and not intended as a written or implied contract of employment.
• I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
HOW TO APPLY

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Please send resume to 911mmsecurityjobs@911memorial.org