

**First Responder Center for Excellence
for Reducing Occupational Illness, Injuries and Deaths, Inc.**

Job Title:	Program Manager	Department/Group:	FRCE
Location:	Crofton, MD	Travel Required:	Yes
Level/Salary Range:		Position Classification	Exempt
Original Date:	6/1/21	Updated:	

Job Description

Overview: Serves as a member of the senior staff for the First Responder Center for Excellence (FRCE). Duties and responsibilities include oversight of the daily operations of the Centers programs, setting goals and priorities. Reports to the Managing Director of the FRCE.

MAJOR FOCUS:

- Plan, supervise and provide overall oversight of the outreach services to the first responder community.
- Design, develop and/or provide oversight of programs targeting reductions of occupational injuries and deaths for first responders.
- Project management: ensures grant programs are completed within the given timeframes and within the appropriated budget. Ensures all required reports are completed and submitted in a timely manner.
- Collaborate with national organizations and public safety departments to develop and promote research-based health and wellness programs.
- Ensures adherence to policies and procedures for procuring goods and services. Able to develop a working knowledge of grant processes including the legal requirements required under the Super Circular.
- Serve as a member of a senior management team; work with other divisions of the FRCE and NFFF to resolve issues; support other divisions and utilize personnel to complete required work.

REQUIREMENTS/EDUCATION:

- Must possess Bachelor’s Degree in occupational safety, health and wellness, public safety or related field
- Must possess at least ten years of public safety and program management experience
- Must possess extensive experience in creating and implementing health and wellness programs
- Must possess extensive knowledge of industry standards and programs related to health and wellness
- Must possess proven leadership skills with the ability to drive results through others
- Must be able to report to work on time as scheduled
- Must be able to work weekends, holidays and nights as needed
- Must be able to manage multiple and competing priorities.
- Must be able to make independent decisions, maintain composure, and work effectively as part of a team.
- Must have proven managerial capabilities; able to provide supervision to subordinate employees and manage work delegated to contractors/consultants with diplomacy, tact, and professionalism.
- Must be able to write reports, business correspondence, and procedure manuals
- Must be able to effectively present information and respond to questions
- Must be able to conduct effective training classes
- Must be able to communicate effectively, both orally and in writing with all levels within the organization
- Must be able to multi-task and to meet deadlines
- Must be able to develop analyses of risk and safety data
- Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Must possess sound judgment and problem-solving skills
- Must possess exceptional organizational skills
- Must possess strong working knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Must be able to travel to other facilities 5% of the time

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ADDITIONAL FUNCTIONS:

- Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Accountable to: Managing Director

Accountable for: Contractors

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The FRCE is an equal opportunity employer.
Women, minorities, and individuals with disabilities are encouraged to apply.**

ADDENDUM TO JOB DESCRIPTION

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company will review for reasonableness, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Physical Requirements					
X	Seeing	X	Pushing / Pulling	X	Bend, stoop, kneel
X	Color Perception (Red /Green)	X	Climb, Ascend, Descend Stairs		Other (Specify:)
X	Hearing / Listening	X	Lift (20 pounds)		
X	Clear Speech	X	Carry (20 pounds)		
X	Touching	X	Drive (local / long distance)		
X	Dexterity	X	Ability to Move Distances		
X	Hand		Ability to Mount / Dismount (Forklift / Truck)		
X	Finger	X	Ability to Sit / Stand for extended periods		

Mental / Reasoning Requirements					
	Reading – Simple		Writing – Simple	X	Analysis / Comprehension
X	Reading – Complex	X	Writing – Complex	X	Judgment / Decision Making
X	Clerical	X	Basic Math Skills		

Work Environment					
X	Shift Work	X	Outside	X	Pressurized Equipment
X	Works Alone	X	Extreme Heat	X	Moving Objects
X	Works with Others	X	Extreme Cold	X	High Places
X	Verbal Contact with Others	X	Noise	X	Fumes / Odors
X	Face-to-Face Contact	X	Mechanical Equipment	X	Hazardous Materials
X	Inside	X	Electrical Equipment	X	Dirt / Dust

Disclaimer

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

Notes