Posting Details

Posting Number: 6001556

Job Title: Technician, Fire and Life Safety (2 Positions)

Position Type: Staff

Union: PTAA - Professional/Tech/Admin Assoc

Status: Calendar Year Full-time Permanent

Department: Public Safety

Duties and Responsibilities:
FUNCTION: Plan, carry out a program to inspect University property for fire hazards and violations of fire prevention principles, to ensure the adequacy of fire protection systems and equipment. Remove fire hazards, submit follow-up reports regarding conditions and actions taken. ESSENTIAL DUTIES: Develop, implement, monitor campus Fire/Life Safety programs/policies to ensure compliance with national, state and local environmental, health, safety regulations, to ensure a safe workplace. Prepare, conduct fire/life safety inspection programs, conduct evaluations with the University's fire safety standards/policies regarding fire preventive equipment and measures, fire hazards, and fire safety provisions for a variety of occupancy classifications. Review project construction plans/specifications. Review construction inspections, acceptance testing of fire protection systems, fire-rated assemblies, egress systems, Perform pre-fire safety inspections, conduct follow-up evaluations regarding reported deficiencies. Ensure correction of violations and prepare/submit related reports. Assess/fulfill the needs for all University buildings in the areas of evacuation, fire drill practices, areas of refuge, proper personnel placement in the event of an emergency. Advise depts. of problems relating to fire prevention. Make recommendations, review the installation, modification, inspection and maintenance of campus fire alarm/fire suppression systems as directed. Assist in determining whether the cause of the alarm (accidental, real, or by a vendor) can be mitigated via informational support or direction. Provide safety education, training to faculty, staff/students in the areas of fire safety, fire prevention, hazardous materials, emergency procedures. Make presentations, develop relevant educational materials such as brochures regarding fire/life safety issues. Perform bi-annual random room inspections in the residence halls to ensure that students are in compliance with the applicable codes, the University Student Handbook, their contracts. Respond to all requests, calls, or complaints of deficiencies and/or violations. Assist with fire/life safety-related inspections at the University's large assembly events where there may be tents, hot works, fireworks, or bon-fires. Be available in the event of a campus disaster/campus hazardous material release/threatened release incident, to serve, based on expertise, in the appropriate emergency response role/where applicable, in an appropriate designated departmental role. OTHER RESPONSIBILITIES: When required, assist in the shutdown of the fire alarm panel for outside vendors and/or others doing required quarterly sprinkler and/or kitchen hood suppression system inspections and/or repairs. Assist in preparation of related forms/records. Assist the Fire Alarm Division as needed in identifying equipment deficiencies, if necessary, in making the proper repairs, notifying the Fire Alarm Division of the action(s) taken. Work with the appropriate vendors in the annual inspection of University fire extinguishers regarding installations, proper placement, type, repairs, hydrostatic testing, records of installation, etc. As needed, participate in, or testify at, variance board hearings and in court with regard to the conformity of the University's safety plans and its buildings to established Fire/Life Safety standards. Perform other duties.

LICENSES, TOOLS/EQUIPMENT: Cell phones, radios; personal computers, printers; word processing, database management, spreadsheet software; valid driver's license; fire protection systems, safety equipment such as fire alarm systems, fire suppression systems, fire extinguishers, emergency/exit lighting, fire fighter, hazardous materials protective equipment, gas detectors, etc.

Required Qualifications:

Required:

1) Associate's Degree in fire/life safety, safety engineering, or a related field;

2) Two years of demonstrated experience in a responsible position performing Fire/Life Safety work (including inspections) at an institute of higher education or similar type institution with general occupancy-type buildings;
3) Demonstrated familiarity with fire alarm systems and fire suppression systems;

4) Demonstrated familiarity with fire safety equipment, such as fire extinguishers, emergency and exit lighting, fire fighter and hazardous materials protective equipment, gas detectors, etc.;

5) Demonstrated ability to identify fire and life safety risks;

6) Demonstrated ability to evaluate fire/life safety campus programs, processes, and equipment;

7) Demonstrated ability to make recommendations to reduce risk and facilitate compliance with fire and life safety codes and standards;

8) Demonstrated ability to work in a multi-disciplinary team environment;

9) Demonstrated ability to work with diverse groups;

10) Demonstrated knowledge of safe work habits;

11) Demonstrated ability to recognize unsafe conditions and to determine the necessary corrective actions;

12) Demonstrated ability to communicate effectively and clearly, both verbally and in writing;

13) Demonstrated strong interpersonal skills;

14) Demonstrated ability to organize, coordinate, and supervise support staff;

15) Demonstrated Fire Inspector 1 (NFPA 1031) certification, or the ability to obtain such certification at first class offered following appointment to position;

16) Demonstrated Journeymen’s Alarm Electrician (Fire Alarm Installer) licensure at time of application;

17) Demonstrated crowd manager’s training.

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Position Number: 108146 & 108148

Preferred Qualifications: PREFERRED:

1) Demonstrated AF license.

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Environmental Conditions: ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures may be encountered as well as noise hazards, hazardous materials, atmospheric conditions, oils; may need to wear a respirator. Position involves traveling throughout the University and could, on occasion, require bending, reaching, ascending and descending, ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting and carrying. Position requires 24-hour callback in cases of Fire/Life Safety emergency.

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ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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Posting Date: 07-24-2014

Closing Date: 08-12-2014

(This date includes grace period if applicable.)

Special Instructions to Applicants: Please attach three (PDF) documents to the electronic Employment Application: (1) Cover Letter, (2) Resume which includes the names and contact information for 3 references, and (3) An "Other document" which consists of copy of "Journeymen’s Alarm electrician" (Fire Alarm Installer) license.

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Pay Rate: $42,062 - $55,454
Pay Grade Level: 9

Physical Demands

Campus Location: Kingston

Building(s):

Work Hours:

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