

Position#:(PSA).....0182
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Date:.....3/12

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: COORDINATOR, FIRE/LIFE SAFETY OPERATIONS (URI)
DIVISION: Administration
REPORTS TO: Director of Public Safety & Emergency Management
GRADE: 12
SUPERVISES:

BASIC FUNCTION:

Being a University within a State department with an extensive physical plant and residential living landscape, the individual in this position will be responsible for a program of Fire/Life Safety and construction operations including inspections, physical improvements, new buildings, modifications, maintenance and repairs, and to do related work as required. Support the development, implementation, and management of University Fire prevention and Life Safety programs and policies for the University's Campuses. Address compliance with applicable Fire/Life Safety statutes, codes, regulations, and policies. Supervise a team of University Fire/Life Safety Personnel to identify and initiate corrective action to address deficiencies in University facilities and residencies and promote best practices for Fire prevention and Life Safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the Director of Public Safety while serving as the University's principal source of technical expertise and guidance on matters of Fire code compliance, Fire prevention, Fire protection, Emergency Management operations, building evacuation, and bringing that expertise to bear in the design of new buildings, building renovations, the use and occupancy of existing facilities, and in emergency planning and response to emergency situations.

Represent Public Safety Management on committees and at meetings and serve as liaison with other agencies as it relates to Fire/Life Safety. Work closely with the Departments of Facilities Services, Campus Planning and Design, Capital Projects, architectural and engineering firms, Fire Alarm Superintendent and Fire Safety engineering consultants to assure that University maintenance and repairs, renovations, upgrades and construction address Fire Code compliance.

Supervise and coordinate the work activities of University Fire/Life Safety Personnel in a proactive fashion to meet or exceed code compliance requirements for Fire/Life Safety in University buildings and other facilities, working with Facilities Services, building occupants, and others as required to achieve that end.

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To assist in Life Safety Compliance for a large scale program of construction operations including physical improvements, new building, modifications, and maintenance and repairs for a state campus building.

To assist Director in the preparation for the request and presentation of a variance. Represent the University in interactions with the Rhode Island Fire Safety Board of Appeals and Review, preparing and presenting information as required to secure rulings and approvals from the Board of Appeals.

To assist the Superintendent of Alarms when necessary to respond, determine cause, assist in Fire Drill procedures, and reset various Fire Alarm systems.

When required, perform Fire Alarm panel monitoring by placing the panel in Event mode, partial, or total shutdown in accordance with specifications set by the state Fire Marshal's Office, University regulations, and in constant contact with the members of the Fire Detail.

Assist the University Fire/Life Safety Personnel in the review of set-up plans for special events to assure that there compliance with applicable codes and regulations and health and safety requirements, communicating with the local fire company serving the location of such events.

Manage the University's program for the conduct of Fire Drills as well as training and information programs for students, faculty, and staff that promote awareness and best practices for Fire Prevention.

Serve as the University's primary liaison with the Rhode Island State Fire Marshal's Office, communicating and cooperating with the State Fire Marshal, their Fire Inspectors & Investigators, Bomb Squad personnel in the event of fire or other emergency condition. Respond and assist with the State Fire Marshal inspections, assisting in the State Fire Marshal's plans and specification review process for new construction and renovation of University buildings, performing plan review on behalf of University related projects, subject to the authorization of the State Fire Marshal.

Serve as one of the University's lead contact with the Kingston Fire District and its Fire Chief for the Kingston Campus as well as Fire departments responsible for responding to other University Campuses, and working with those Fire companies to facilitate their prompt and effective response to fire and other health & safety emergencies.

Oversee and manage Fire Safety permitting processes to include tent, hot work, pyrotechnics, and open burn permits.

Represent the University as the liaison for Fire/Life Safety issues when a visiting organization utilizes the Campus facilities for an event such as World Scholar games, Special Olympics, Balloon Fest, concerts, various performances, forums or guest speakers.

Assist the University Fire/Life Safety Personnel in the review of set-up plans for special events to assure with their compliance with applicable codes and regulations and health and safety requirements, and communicating with the local Fire Company serving the location of such events.

Represent Public Safety Management on committees and at meetings and serve as liaison with other agencies as it relates to Fire/Life Safety.

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Participate in the development and ongoing enhancement of the University's Emergency Response Plan.

Assist Director of Public Safety in the enforcement of occupational health and safety rules & regulations.

Maintain and update the Fire/Life Safety section of department home page.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Cell phones, radios, personal computers, printers, word processing, database management, excel; valid driver's license; must be familiar with various fire protection systems and safety equipment such as fire alarm systems, fire suppression systems, fire extinguishers, and emergency and exit lighting, fire fighter and hazardous materials protective equipment, gas detectors, etc.

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 emergency.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Fire Science, or a degree in related scientific field of study; five (5) years of direct Fire/Life Safety experience on a University type of facility and general occupancy type buildings; demonstrated thorough knowledge of the methods and materials utilized in construction operations, including physical improvements, new buildings, modifications, maintenance and repairs; demonstrated working knowledge of the various state and local laws and regulations impacting upon construction and building operations, including Fire Inspection, Fire and Building code interpretation, and the development and implementation Fire Safety programs; demonstrated working knowledge of NFPA codes and State and Federal regulations pertaining to Fire Safety and Occupational Safety and Health; Level I Fire Inspector Certification, NFPA 1031; Journey Alarm Electrician (Fire Alarm Installer); Fire Safety and Crowd Manager's Training; Incident Command system-Levels 100, 200, and 300; ability to work in a multi-disciplinary team environment; demonstrated thorough knowledge of safe work habits; demonstrated ability to recognize unsafe conditions and to determine the necessary corrective actions; demonstrated strong interpersonal skills and ability to communicate effectively and clearly, both verbally and in writing; demonstrated ability to organize, coordinate and supervise support staff, including private contractors; demonstrated ability to prepare written reports containing recommendations for the expansion, improvement and modification of buildings and equipment; demonstrated ability to prepare simple specifications and drawings.

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