Title: Manager, Access Control, Fire Safety & Protection Systems

Pay Scale Group: 17

Essential Function
Under general supervision from a designated administrator, manage, develop, monitor, and evaluate the installation, operation, testing, and maintenance of the University's access control, alarm systems, protection systems and fire safety program and manage distribution of keys and ID cards.

Characteristic Duties
• Develop, monitor, evaluate and manage a comprehensive fire safety program, reporting non-compliance issues to appropriate administrator for required corrective action; coordinate/oversee the operation, testing, and maintenance of the University's access control and alarm systems.

• Manage contractors, Inspectors and Technicians performing installation, operation, testing, and maintenance of the University's Access Control, Fire Safety and Protection systems.

• Review engineering drawings and design specifications to ensure compliance with fire/building codes, standards and construction standards in projects involving modifications, maintenance/repair, or construction of plan facilities and equipment by either University or contractor personnel.

• Keep abreast and advise departments on current trends, regulations codes, and standards associated with fire protection and prevention, and access and locking systems.

• Manage inspection program and conduct audits of all buildings and properties utilized by the University and its tenant activities. Write reports recommending specific techniques, methods and procedures to eliminate or control unsafe acts or hazards identified and apply proper prevention measures to eliminate or minimize the possibility of injury to personnel and damage to property. Conduct follow-up and re-evaluation of hazards and insure corrective actions are initiated.

• Manage distribution of keys and ID cards. Ensure accurate coding of ID cards features (i.e., Bearcat Campus Card).

• Manage fingerprinting function and disposal of lost and found items according to code.

• Inspect installations and repairs to ensure compliance with specifications and standards.

• Develop and enforce standard operating procedures, training programs, system testing, preventive maintenance programs and code compliance program. Institute operational policies and procedures to ensure compliance with local, state, federal and University regulations.

• Maintain effective relationship within the University system (i.e., coordinating with other trades, units and departments), as well as, serve on committees and participate in community and regional safety planning conferences.
• Provide local fire departments with pre-planning information and assists with coordinating emergency responses to University campuses and tenant activities.

• Assist with the investigation of fires and hazardous conditions, analyzing precipitating factors and fire cause data in order to develop specific casual relationship and methods of prevention.

• Document activity of the Technical Services Fire Prevention and Alarms units.

• Maintain records, track and report expenses and prepare purchasing requisitions.

• Track quality measures and service levels.

• Conduct surveys and investigate complaints to ensure customer satisfaction.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/fire, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must include fire/life safety and inspection, and in traditional, electronic access control and/or protection systems and mechanical and electronic access and/or protection systems and must also include mechanical and electronic access and/or protection systems experience. Experience may also require at least one (1) year supervision. Fire system repair certification for State of Ohio is required.

*Last updated: July 2012*