Title: Supervisor, Fire Safety Inspection

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, develop, implement and manage fire/life safety inspection and education programs within various areas of the University, including contractor work places and the surrounding residential areas.

Characteristic Duties

- Develop, implement and manage fire/life safety inspection and education programs within various areas of the University (including, on-campus, contractor workplaces, satellite campuses and residential areas).

- Conduct fire/life safety inspections of University facilities, public assemblies, and satellite campuses to ensure compliance with applicable codes (national, state, local building, fire and life safety codes and standards).

- Keep abreast and advise departments on current trends, regulations, codes and standards associated with fire protection and prevention.

- Apply proper prevention measures to detect hazardous operations and conditions, recommend specific techniques, methods and procedures to eliminate or control unsafe acts or fire hazards.

- Oversee the testing, maintenance, documentation, and inspection of all protection/detection systems for code requirements.

- Serve as liaison between the University, city, county, and state fire officials (i.e., provide local fire departments with pre-planning information and assist with coordination of emergency responses to University campuses, and tenant activities).

- Review building plans and specifications to ensure compliance with fire/building codes, standards and construction standards.

- Serve as member on various committees (internal and external) and act as departmental consultant; attend pre-construction conferences.

- Develop and facilities fire/life safety education programs, including fire/life safety orientation training for new employees.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
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- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Fire Science with experience in Fire/life safety and inspection. Experience must include at least one (1) year supervision. Fire Safety Inspection 1 Certification is also required.