



Job Specification

Job Title: Fire Safety Officer
BCAT Code: 453X AC
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Maintains and inspects fire suppression and signaling systems.

Examples of Duties

- Develops fire safety training programs for staff and faculty.
- Conducts building inspections for compliance with fire codes.
- Serves as a liaison between the Fire Marshall's Office and the University.
- Recommends changes to the design, installation, and modification of fire detection and signaling systems.
- Reviews construction documents to ensure compliance with fire safety codes.
- Investigate fire and smoke mishaps, and reports on these to proper officials.
- Accompanies State Fire Marshall and other officials during scheduled and surprise inspections of university property.
- Responds to fire and smoke emergencies, and ensures the safety of university employees and visitors.
- Coordinates the inspection and maintenance of fire suppression and detection devices.
- Develops fire safety programs such as occupant evacuation, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of state approved fire codes.
- Knowledge of fire safety practices.
- Effective oral and written communication skills.
- Ability to lift heavy objects such as fire extinguishers, etc.
- Ability to read and interpret construction documents.
- Ability to train others.

Minimum GSU Hiring Standards

Bachelor's degree and in Fire Safety, Occupational Health or related field and two years fire safety and prevention experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.