



Savannah State University Position Description – Fire Safety Officer

POSITION DESCRIPTION

Position Title: Fire Safety Officer FLSA Status: Exempt
Reports to: Chief of Police
Department: Public Safety
Date Prepared: June 2003 (Revised June 4, 2008)

BASIC FUNCTION

The primary responsibility of this position is to maintain and improve upon the care and maintenance of every fire/security incident that occurs during the shift. All incidents must be reported to the next level of supervision. The shift is constantly updated on matters that occur on a daily basis.

NATURE & SCOPE

Reporting to the Chief of Police, the Fire Safety Officer is accountable for ensuring the safest work environment possible as it relates to fire safety and security.

The incumbent is involved in evaluating any incident that may occur and determining how the situation may have been improved and ensuring that appropriate changes are made.

This position is expected to conduct inspections of all alarm systems on a planned, scheduled basis to ensure that all systems are functioning up to standards and expectations.

The Fire Safety Officer prepares and communicates fire drill exits procedures for all campus buildings, and keeps these current at all times.

PRINCIPAL ACCOUNTABILITIES

- Prepares fire drill exit procedures.
- Inspects outside lights and reports discrepancies.
- Inspects fire alarms and reports to appropriate personnel for maintenance or repair as needed.
- Inspects burglar alarms and reports to appropriate personnel for maintenance or repair as needed.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent. Applicant must have excellent customer service skills and high professional standards.