

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Casualty Prevention Supervisor*

**I. JOB INFORMATION**

**Job Title:** Casualty Prevention Supervisor (CS 06)

**Job Class:** 51214

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under administrative direction conducts inspections and testing of university properties and monitoring of campus facilities, project management, priority setting, and customer services.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides technical and supervisory skills associated with fire and life safety issues of systems to protect damages to buildings and building systems.
- Supervises and directs staff and oversees shift operations.
- Serves as a liaison for internal and external agencies for code compliance, testing documentations, violation correction, future equipment recommendation, construction codes.
- Responds to emergency situation to assist departments internal or external.
- Ensures safety equipment is appropriately placed.
- Provides administrative functions and maintains budget, personnel, documentation, meetings and updating emergency response manuals.
- Schedules inspections, oversees corrective PM programs and evaluate complaints and assesses needs.
- Gathers, organizes and summarizes information requested to provide necessary information.
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*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED plus (2) two years mechanical and/or electrical experience and two years of supervisory/training experience required. Extensive knowledge of fire and life safety

systems including the Ohio Revised Code, the Ohio Fire Code and Ohio Basic Building Code. Direct supervisory experience; excellent interpersonal and communication skills; project management experience and the ability to calculate basic math required.

**V. WORKING CONDITIONS**

Exposed to dust, dirt, loud equipment noise, heights, electricity, potentially dangerous equipment (e.g., fan belts), and variable temperatures and weather conditions; requires moderate physical exertion, climbing ladders, and extended periods of bending, May require evenings, weekends, and holidays; may be called to work in emergency situations; requires on-campus travel.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

Must possess a valid US driver's license for at least one year. Satisfactory completion of Certification for Fire Safety Inspector during probation period, and must maintain Certification. Must obtain an Instructor Certification for First Aid, CPR and AED in addition, the Certification as a Certified Playground Safety Inspector within one year of employment.

**VIII. JOB SERIES**

51200

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*