

Wright State University
CLASSIFIED JOB SPECIFICATION
Casualty Prevention Supervisor

I. JOB INFORMATION

Job Title: Casualty Prevention Supervisor (CS 18)

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.

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 and six years (FT) of related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a bachelor's degree in a related field and two years (FT) of related work experience. 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, stooping, and standing. 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.