

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Casualty Prevention Worker

I. JOB INFORMATION

Job Title: Casualty Prevention Worker

Job Class: 75095 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, assists in the proper maintenance and operation of fire/safety equipment such as fire extinguishers, alarm systems, fire hoses, sprinklers and elevators; performs general facilities maintenance; monitors campus facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Inspects and tests fire protection and/or detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards.
- Responds to all calls for service on campus, and may be scheduled for first, second, third weekend and holiday shifts.
- Monitors conditions on campus by visual inspections and by utilizing automated building controls and fire alarms systems.
- Assess problems related to facility maintenance, HVAC, elevator entrapments and failures, fire/safety threats then corrects, mitigates, and/or reports problems in the proper manner, including contacting upper management and at their discretion calls employees in for overtime assignments.
- May be required to take and test water samples at the water plant and pool, and water softener checks throughout the campus.
- Troubleshoots and/or arranges for the repair or replacement of defective fire/safety equipment and elevators.
- Assist in inspecting university buildings for compliance with pertinent life/safety and fire/safety standards as mandated by federal, state and local ordinances.
- Maintains the interior and exterior structures of campus to include but not limited to all electrical, mechanical and permanent structures.
- Responds to all mechanical, electrical, plumbing and structural systems emergencies to assess problems related to fire/safety or life-safety threats.
- Maintains the operation of emergency generators and reports problems to appropriate personnel.

- **Assists with inspection of fire extinguishers. Assists with the preparation and issuance of hot/burn permits. Replaces faulty smoke detectors and reports problems to appropriate personnel.**
- **Ensures proper care and maintenance of equipment and supplies, promotes continuous improvement of the workplace safety and environmental practices.**
- **May conduct tests of installed machines for proper operation. These may include all maintenance, HVAC and fire related equipment. Disables and re-enables fire panels as directed.**
- **Performs general maintenance tasks such as: snaking drains, plunging toilets, cleaning up floods, moving furniture, painting.**

Note: This is not an inclusive list of duties and responsibilities.

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

A high school diploma or equivalent, and one year of full-time experience directly related to fire protection and/or fire detection systems are required. Knowledge of the Ohio Fire Code and Ohio Building Code is required. Two years of related general facilities maintenance experience, with basic knowledge of modern fire alarm systems, electrical, plumbing and HVAC. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary. Must have excellent communication and customer services skills.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- Within a year of hire, must successfully complete a minimum of forty hours of training specifically related to the field.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the

requirements of Risk Management for employees who drive under these circumstances.

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.