

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Casualty Prevention Worker, Lead*

**I. JOB INFORMATION**

**Job Title: Casualty Prevention Worker, Lead**

**Job Class: 75096 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction of the Casualty Prevention Supervisor, assists with the Casualty Prevention Program for the University including outlying buildings and facilities. Works closely with supervisor on matters of fire/safety. Provides work direction.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Performs corrective and preventive maintenance work for fire/safety and life-safety equipment and building systems. Assists supervisor in reviewing maintenance contracts on life safety and suppression systems and devices (e.g. standpipe and hose systems, fire pumps, hydrants, sprinkler systems, hood suppression systems, portable extinguishers, etc.). Conducts routine tests and reports any deficiencies to the supervisor.**
- **Provides direction, guidance and training to other employee(s) in the department as well as customers that require additional information regarding fire/safety and life-safety issues.**
- **Responds to emergency situations including structural, mechanical and electrical system failures as they pertain to fire-safety and life/safety to assist with emergency and evacuation activities.**
- **Assists in conducting frequent and encompassing life-safety and fire/safety inspections of university buildings including safety infractions, material storage conditions, fire detection and suppression equipment, alarm systems, exit lighting, emergency lighting, etc. Conducts testing of equipment and performs flow tests as required by law. Assists by supplying information to supervisor on safety and fire prevention programs. May assist in fire-safety inspections in areas performing research activities.**
- **Assists the supervisor as a liaison regarding Casualty Prevention responsibilities with internal and external agencies including the State Fire Marshal's Office, and state electrical and building inspectors.**
- **Assists the supervisor with Environmental Health and Safety inspections, reporting and resolving issues, and providing recommendations to correct safety hazards and violations.**

- **Assists in the evaluation of existing systems and any modifications to the systems to comply with National Fire Protection Association code, Ohio Fire Code, Ohio Building Code and other relevant codes and standards. Participates in construction meetings as needed. Participates in the acceptance testing of new life safety systems in construction and renovation efforts.**
- **Enters and maintains all asset history in university's computerized maintenance management system as directed by the supervisor.**
- **Verifies and assists in the completion of monthly preventive maintenance schedules pertaining to casualty prevention.**
- **Approves casualty prevention expenditures within authority limits in the absence of the supervisor.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete Casualty Prevention Worker duties within the overall scope of multi-trade projects.**

*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 three years of full-time experience directly related to fire protection and/or detection systems are required. Must be able to calculate basic math, including fractions, decimals and percentages. Extensive knowledge of National Fire Protection Association code, Ohio Fire Code, Ohio Basic Building, and applicable Ohio Revised Code is required. Six years of related general facilities maintenance experience, with basic knowledge of modern fire alarm. Excellent interpersonal communication and project management skills are required.

#### **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\*.

- A State of Ohio Fire Inspector Certification must be obtained within one year upon the successful completion of the final probationary period.
- A fire/safety certificate must be obtained upon successful completion of the final probationary period.

\*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.*