

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Fire/Safety Technician (FSTCH)

I. JOB INFORMATION

Job Title: Fire/Safety Technician (FSTCH)

Job Class: 75060 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.

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.**
- **Troubleshoots and/or arranges for the repair or replacement of defective fire/safety equipment and elevators.**
- **Assists in inspecting university buildings for compliance with pertinent life/safety and fire-safety standards as mandated by federal, state and local ordinances.**
- **Responds to all mechanical, electrical and structural systems emergencies to assess fire/safety or life-safety threats.**
- **Maintains the operation of emergency generators and reports problems to appropriate personnel.**
- **Replaces faulty smoke detectors and reports any problems to appropriate personnel.**
- **Assists with the monthly inspection of fire extinguishers.**
- **Assists with the preparation and issuance of hot/burn permits.**
- **Completes clock time change twice a year to accommodate daylight savings time.**
- **Disables and re-enables fire panels as directed.**

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, a fire/safety certificate and three years of full-time experience directly related to fire protection and/or detection systems are required. Knowledge of the Ohio Fire Code and Ohio Building Code is required. Must be able to calculate basic math, including fractions, decimals and percentages.

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 fire/safety certification from an accredited training program is required.

*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.