JOB TITLE: FIRE INSPECTOR-Miscellaneous Wage

Environmental Health & Safety (EH&S) Department

This description is intended to describe the general nature and level of work performed by people assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

SUMMARY:

Under the supervision of the Fire Protection Engineer or Designate,

a. Assists with UD Fire Extinguisher Maintenance Program by managing monthly custodial inspection forms, initiating and tracking fire extinguisher contractor inspection documents, work requests and data entry.

b. Performs fire safety inspections on University of Delaware owned properties utilizing prescribed checklists and materials. Identifying fire and life safety hazards and deficiencies on compiled report with references to applicable IBC, IFC and NFPA codes and standards. Initiates corrective actions through on-site corrections or facilities work request program.

c. Assists with fire extinguisher training, to include classroom instruction and hands-on practical training with Bullex Intelligent Fire Training System, while assuring the safety of trainees with prescribed safety practices.

d. Assists with conducting fire drills and other related fire prevention training activities campus-wide.

DUTIES AND RESPONSIBILITIES:

50% Performs tasks associated with the Campus Fire Extinguisher Inspection Program, to included data entry of monthly and annual fire extinguisher inspections. Distribution of monthly fire extinguisher inspection sheets to UD Custodial Maintenance staff, and work orders performed by fire extinguisher contractor.

25% 1. Conducts routine inspections, according to set schedule or upon request, of university facilities for compliance with life safety codes, fire safety codes, and building codes; reports to management when non-compliance or hazardous conditions are found.

15% 2. Conducts training in fire safety topics and fire extinguisher use.
10% 4. Maintains records of work performed, and maintains documentation log of accidents and injuries. Keeps informed of changes in applicable fire safety codes, life safety codes, building codes, state law, and regulations and standards of practice

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of federal/national, state, and local fire and life safety codes, regulations, and consensus standards.
2. Skills in maintaining records via computer database.
3. Skill in performing inspections and ensuring compliance with applicable fire and life safety codes and regulations.
4. Ability to conduct lecture type training sessions, and to conduct hands-on training of firefighting devices.

**Work Schedule:** 20-Hours per Week, Business Hours

8-4:30 **Compensation:** $9.00 per hour

Please send resumes to: Geri Foster gfoster@udel.edu