

# Job Description

Position Title: Coordinator, Fire & Life Workplace Safety

Job Family: Facilities

Job Type: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The Fire & Life Workplace Safety Coordinator manages activities and projects relating to Fire & Life safety, emergency preparedness and training. The Fire & Life Workplace Safety Specialist is also responsible for ensuring regulatory compliance with local, state, and federal regulatory agencies such as but limited to: OSHA, Office of Arizona State Fire Marshall, and other related agencies.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Composes, administers, and implements OSHA workplace safety programs. Develops, implements, and manages compliance programs to keep current with regulatory standards. Evaluates and improves procedures to facilitate and promote safe work practices.
2. Audits campus and departmental operations for compliance with local, state, and federal laws and regulations. Maintains records and inspections related to workplace safety, fire, and life safety programs and projects. Prepares related reports and correspondence including those for insurance inspectors and state fire marshal. Assists with and ensures all discrepancies are corrected or mitigated.
3. Interprets and applies Fire & Life safety standards. Ensures compliance with all federal and local laws, regulations, and codes regarding Fire & Life/Workplace safety standards for the College.
4. Coordinates and schedules building inspections to identify potential fire hazards.
5. Manages Fire & Life Workplace safety programs and projects. Develops action plans and evaluates programs for operational and funding needs.
6. Responds to emergencies and non-routine situations. Investigates accidents, incidents, near misses, and complaints; develops and implements corrective actions, and provides status reports to supervisor.
7. Manages and coordinates Fire & Life safety projects and other applicable service contracts. Networks with contractor providers to stay informed of current safety technologies. Monitor the work of contracted personnel and coordinate such projects with internal departments.
8. Assists with multiple operational budgets and long-term facilities improvement budget lines in support of environmental health and safety programs.

9. Participates in the Fire & Life safety and associated construction review process for capital improvements and construction projects. Assist with acquiring required permits from the agency having jurisdiction. Maintains working knowledge of required construction documents as necessary.
10. Collaborates with campus operations to ensure fire life workplace safety providing systems and leadership.
11. Conducts training programs to help insure a sustainable safe workplace to comply with applicable laws, regulations, and codes including participating and/or leading emergency response training.
12. Coordinates and schedules Fire & Life safety activities and workloads. Provides estimates for contracts, designated projects, anticipates and relays budget needs for Fire & Life safety activities. Monitors and tracks cost and provides departmental reporting using associated college software.
13. Maintains logs, files, and compiles weekly, monthly, quarterly and annual reports as required by the college, and applicable state and/or federal regulations.
14. Participates regularly in Professional Development regarding Fire & Life safety. Maintains up-to-date pertinent knowledge to ensure college compliance.
15. Maintains positive working relationship with internal employees, external vendors, stakeholders, and external agencies. Seeks to gain compliance through understanding and relationship building.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of public safety and security procedures
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in budget/resource management
6. Skill in performing a variety of duties, often changing from one task to another of a different nature
7. Skill in problem solving
8. Skill in coordinating and monitoring the work of others
9. Skill in independent decision making
10. Ability to adapt and maintain professional composure in emergent and crisis situations
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
12. Ability to develop and maintain effective and positive working relationships
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position

## Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance Institutional Policy, and Legislation: Allows the ability to impact the guidelines that determine how the college operates.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Public Health, Science, Engineering, or a closely related field.
- Fire Inspector Certification (or the ability to obtain within 6 months of hire) **and**
- Three (3) to five (5) years of related experience in technical experience in environmental health and safety program management such as: environmental compliance, fire-life safety, and occupational safety, preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job including office equipment requiring repetitive hand movement and fine coordination, i.e., computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc. Ability to wear respirator.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- May work some evening and weekend hours