General Description
This position serves within the Office of Emergency Management to provide assistance in making sure that all University buildings are fire code compliant.

Examples of Duties
- Manages the Fire Safety operations within the Office of Emergency Management.
- Maintains and reviews the University fire alarm and suppression systems reports for code compliance.
- Reviews building plans and performs walks through in specified facilities prior to events to ensure that there are no fire/life safety hazards present.
- Coordinates and directs the activities of two Fire Alarm Technicians and the Fire Safety Officer.
- Conducts fire inspections/assessments.
- Assures the development and implementation of building evacuation plans for all University buildings, with special emphasis on buildings with mobility impaired individuals or persons with disabilities, or University buildings with high occupancy rates.
- Schedules and manages fire drills for all campus buildings according to the fire code.
- Assists with conducting fire scene investigations; issues Hot Work Permits; assists with fire safety training classes.
- Monitors the Georgia State University (GSU) radio communications for updated incident information.
- Performs other fire safety and emergency management tasks that are assigned by the Director of Emergency Management.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of fire safety technology, the governing laws, and regulations in the fire safety industry.
- Knowledge of the Georgia Fire Code and regulations and fire safety practices.
- Knowledge of computer operations, such as Microsoft Office.
- Supervisory skills in Fire Safety Project Management.
- Excellent oral and written communication skills.
- Ability to read and interpret construction documents.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of safety and prevention experience; or a combination of education and related experience. Certification or licenses required: State Fire Inspector and National Professional Qualifications (NPQ).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources