Job Title: Fire Safety Officer

BCAT Code: 09NX33                      Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt       Revision Date: July 1, 2013

General Description
Maintains and inspects fire suppression and signaling systems.

Examples of Duties
- Develops fire safety training programs for staff and faculty.
- Conducts building inspections for the compliance with fire codes.
- Serves as a liaison between the Fire Marshall’s Office and the University.
- Recommends changes to the design, installation, and modification of fire detection and signaling systems.
- Reviews construction documents to ensure compliance with fire safety codes.
- Investigates fire and smoke incidents, and reports to the proper authorities.
- Accompanies the state Fire Marshall and other officials during scheduled and surprise inspections of University property.
- Responds to fire and smoke emergencies, and ensures the safety of the University employees and visitors.
- Coordinates the inspection and maintenance of fire suppression and detection devices.
- Develops fire safety programs, such as occupant evacuation, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of state approved fire codes.
- Knowledge of fire safety practices.
- Effective oral and written communication skills.
- Ability to lift heavy objects, such as fire extinguishers, etc.
- Ability to read and interpret construction documents.
- Ability to train others.

Minimum GSU Hiring Standards
Bachelor’s degree in Fire Safety, Occupational Health or a related field and two years of fire safety and prevention experience; or a combination of education and related experience.

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