 **Fire and Life Safety Equipment Specialist I Standard Job Description**

**Classification Title:** Fire and Life Safety Equipment Specialist I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 8

**Minimum Pay:** $21.96

**Job Description Summary:**

The Fire and Life Safety Equipment Specialist I, under general supervision, is responsible for conducting inspections, data collection, documenting findings and scheduling inspections of one or more fire and life safety systems or equipment types, including, but not limited to fire extinguishers, fire hydrants, fire doors, shutters, curtains and etc.

**Essential Duties and Tasks:**

**30%: Fire and Life Safety System Inspection and Maintenance**

* Performs inspections for one or more fire and life safety systems or equipment types.
* Schedules inspections of fire and life safety systems or equipment.
* Documents flow test of campus fire hydrants and updates databases as appropriate.
* Provides current flow test data/conducts new flow test as needed for new construction/renovation projects.
* Assists construction groups with relevant data.

**30%: Inventory Management and Documentation**

* Inventories new fire hydrants, fire extinguishers, and updates databases as appropriate.
* Conducts inventory and barcoding of newly installed doors, shutters, curtains, etc.
* Utilizes equipment to conduct hydrostatic testing of portable fire extinguishers.

**15%: Fire Door and Shutter Inspection and Maintenance**

* Conducts inspection, testing, and maintenance of fire doors, fire shutters, overhead rolling fire doors, fire and smoke curtains, etc.
* Documents findings for non-compliant systems.
* Submits work requests for maintenance items beyond the scope of capabilities.
* Conducts follow-up re-inspections and documentation.

**5%: Assistance, Events & Emergency Response**

* Assists superiors as needed.
* Collaborates with other personnel in preparation of and during special events that have a need for Fire and Life Safety input.
* Responds with other personnel to emergencies and assists emergency responders.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Associate degree or equivalent combination of education and experience.
* Two years of experience in fire and life safety or related field.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**