 **Fire and Life Safety Manager Standard Job Description**

**Classification Title:** Fire and Life Safety Manager

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $77,769.90

**Job Description Summary:**

The Fire and Life Safety Manager, under general direction, is responsible for managing one or more program areas and their respective staff within a comprehensive fire and life safety program.

**Essential Duties and Tasks:**

**25%: Contract Oversight and Personnel Management**

* Oversees third-party contracts for items not covered under maintenance agreements.
* Hires, trains, develops, and supervises fire and life safety personnel within the area of oversight.
* Coordinates and directs the daily work of subordinate fire and life safety personnel.
* Manages fire and life safety aspects for one or more comprehensive areas.

**20%: Stakeholder Collaboration**

* Collaborates with stakeholders such as planning and construction staff, design teams, contractors, and other inspection staff to ensure compliance with applicable codes and standards.
* Attends meetings to provide advanced consultations to ensure that all applicable codes and standards are being followed in accordance with rules and regulations.

**20%: Event Permitting and Inspection**

* Reviews permit applications and coordinates site inspections for events to ensure compliance.
* Attends permitted events as appropriate.
* Leads and conducts inspections for events to ensure compliance with the permit and applicable codes and standards.
* Participates in cause and origin investigations.

**15%: Records, Reports and Emergency Response**

* Ensures that accurate records are maintained and that record-keeping procedures are being adhered to.
* Reviews reports and acts on information accordingly.
* Responds to campus emergencies as required.

**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.
* Six 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**