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

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

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 9

**Minimum Pay:** $25.26

**Job Description Summary:**

The Fire and Life Safety Equipment Specialist II, under general supervision, is responsible for coordinating and conducting comprehensive 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 Coordination**

* Performs comprehensive and detailed inspections for one or more fire and life safety systems or equipment types.
* Coordinates the scheduling of inspections of fire and life safety systems or equipment.
* Documents flow test of campus fire hydrants and updates databases as appropriate.
* Provides complex current flow test data/conducts new flow test as needed for new construction/renovation projects.

**30%: Inventory Management and Equipment Testing**

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

**10%: Fire Door and Shutter Inspection and Maintenance**

* Conducts comprehensive and detailed inspections, tests, 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 and works to ensure timely resolution.
* Conducts follow-up re-inspections and documentation to ensure compliance and continuous improvement.
* Collaborates with construction groups by providing relevant data.

**10%: Assistance, Events & Emergency Response**

* Provides guidance for Fire Equipment Specialist staff and assists in their training and development.
* 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.
* Four 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**