



## JOB INFORMATION

<i>Job Code:</i>	179529
<i>Job Title:</i>	Fire Safety Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Develops, implements and administer daily operations of fire safety program(s) for Facilities Management Services (FMS) to meet university and regulatory requirements. Has responsibility for overseeing fire safety inspections, developing and conducting fire safety training programs, conducting plan review and inspections of construction projects, developing standards, policies and procedures and ensuring compliance with applicable fire safety building codes and university standards.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related education and project management experience with increasing leadership/management responsibility.
X		Experience in building construction or code administration/compliance.
X		Demonstrated interpersonal skills.
X		Ability to communicate clearly and effectively.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
			State certification as a Fire Inspector and Fire Plans Examiner to be obtained before or during first year of employment.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops, implements and administers daily operations of fire safety program(s) for Facilities Management Services (FMS) covering fire alarm, protection system inspection, testing and maintenance. Plans fire safety program objectives, identifies needs and establishes program direction accordingly. Ensures fire safety program(s) meet university and regulatory requirements.				
Reviews plans and specifications for building construction and renovations to ensure compliance with fire safety and building codes. Coordinates activities of outside consulting engineering firms engaged in design and preparation of plans and specifications for major retrofit programs. Approves fire system designs.				
Develops, establishes, enforces, documents and communicates standards, policies, procedures, and university design guidelines and specifications. Interprets policies and procedures.				
Develops and conducts staff training for fire safety programs. Serves as subject matter expert. Provides technical support for Facilities Management Services (FMS) staff.				
Creates scope of work, provides information regarding projects and systems and coordinates activities with consultants, architects and contractors. Works with purchasing department on project bids.				
Performs code analysis and feasibility studies. Prepares detailed reports and makes design recommendations.				
Conducts inspections of construction projects and university structures and properties for compliance with applicable fire safety and building codes and potential problems. Documents results and recommends corrective action where non-compliance is found. Follows up, as required.				
Conducts regular on site monitoring of assigned work in progress to determine compliance with city, state and National Fire Protection Association (NFPA) standards.				
Assists with budget administration for fire and safety programs. Gathers data used to develop budget. Provides forecasts and projections used to develop budget.				
Serves as a technical and administrative liaison between Facilities Management Services (FMS) and other university departments. Resolves problems or questions referred by staff.				
Oversees the complete inventory of fire systems for all university buildings. Surveys buildings to identify fire systems and equipment.				
Develops and maintains an electronic database program of fire safety documentation and reports.				
Maintains current knowledge on existing and pending legislation within the industry. Ensures program design(s) reflect the most recent standards and regulations.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.