

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Fire Prevention Specialist **SALARY GRADE:** HU-10
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 9018 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Investigates all fire incidents or fire code violations proposing constructive suggestions to University Safety Officials on preventive measures.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Coordinates with Chemical Hygiene Officers, Heads of Academic Departments as well as federal regulatory agencies such as OSHA, EPA, D.C. Government's Consumatory and Regulatory Affairs.

PRINCIPAL ACCOUNTABILITIES:
Oversees that all aspects of services provided by the University are within the guidelines of OSHA, D.C. fire codes, as well as other federal, state, and local regulatory agencies, as it affects the University's personnel and properties.

Schedules and monitors fire drills, inspects fire detection, and alarm systems to ascertain if they are functioning properly.

Investigates all fires on campus to determine the origin and cause of the fire(s) and any injury which might have been sustained.

Evaluates plans for new construction/renovation on campus to ensure that all federal, state, and local codes are complied with.

CORE COMPETENCIES:
Ability to train others in the use of preventative fire fighting methods and certain equipment use when appropriate.

Competence in both written and oral English.

Ability to establish and maintain effective and harmonious relationships with staff, students, faculty, University Officials, and the general public.

MINIMUM REQUIREMENTS: Bachelor's Degree required and 1-3 years of related experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____