

MORGAN STATE UNIVERSITY JOB SPECIFICATION



FIRE PROTECTION ASSISTANT

Class Code: N1029

FLSA Code: N/E (Non-Exempt)

Pay Range: 11

JOB SUMMARY

Under direct supervision, assists with a wide range of routine activities related to fire protection surveys and inspections.

PRIMARY DUTIES

1. Assists in examining new or renovated building plans and specifications to evaluate fire resistance, means of egress, segregation of hazardous areas, and occupancy for compliance with fire protection and building standards.
2. Assists in conducting fire protection systems tests including fire detection, suppression, alarm, and water supply systems in campus facilities.
3. Assists in conducting fire protection surveys such as the inspection of facilities to identify hazardous conditions, unsafe practices or violations of fire ordinances and laws; monitors implementation of corrective actions.
4. Conducts investigations of simple fires such as those which cause limited damage to nearby combustible materials.
5. Responds to fire and hazardous materials emergencies and provides assistance to fire suppression forces.
6. Assists in developing and presenting training programs on fire safety education.
7. Maintains files of inspection records and prepares reports of activities and results of inspections.

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Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, comprehend, and apply federal, state, and local fire regulations, codes, and requirements; to prepare technical reports and analyses and maintain required records; to learn and apply evaluation and survey techniques including the use of environmental sampling devices and analytical equipment; to establish and maintain effective working relationships with faculty, staff, and students; to communicate effectively both orally and in writing; to operate computers and other standard office equipment; to work in, on, around, under and over fixed equipment and machinery; to work in confined spaces; to lift and transport assigned tools and equipment; to work in hazardous or irritating environments; to work with hazardous materials; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT:

Employees in this job class may be required to be available for emergency response at any time and to use their personal automobile while conducting official business. Employees may also be required to obtain a Commercial Driver's License (with Hazardous Materials Endorsement) and a State of Maryland CHS (Controlled Hazardous Substance) Vehicle Operator's Certificate and to be trained to work with asbestos, radioactive, and hazardous materials. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees in this job class may be subject to pre-employment and random drug testing. Offers of employment may be contingent on applicant obtaining medical clearance by university approved medical staff.