**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Fire Systems & Building Safety Coordinator

**Job Number:** SB-081

**NOC:** 2263

**Band:** 8

**Department:** Physical Resources Department

**Supervisor Title:** Supervisor, Mechanical and Electrical Maintenance

**Last Reviewed:** March 1, 2016

**Job Purpose**

Promotes the University's fire systems and health safety programs (asbestos, mold and PCB) by establishing, identifying and implementing procedures that meet or exceed all relevant requirements and legislation and to the satisfaction of the authority having jurisdiction.

**Key Activities**

1. Assists with the coordination of the University Fire Safety Program, including prevention and protection; assists in the development of University procedures and provides training necessary to promote life and property safety and maintain legislated compliance including the fire safety plans.
2. Works with the Environmental Health and Safety Officer and Supervisor of Mechanical Electrical Maintenance to schedule and execute Fire Drills throughout campus.
3. Assists the Environmental Health and Safety Officer with the training of Fire Wardens.
4. Coordinates and oversees contractors who repair, alter or replace components of any fire alarm system after investigating and analyzing the need for service and recommending the appropriate course of action.
5. During commissioning of all Fire Safety Systems due to alterations or new builds, assists with ensuring that all applicable codes and verifications are met.
6. Monthly inspection of sprinkler systems including a flow test of each system and disabling of fire alarm relays.
7. Testing of fire alarm devices. Requires disabling of monitoring coverage and ensuring alarm received at external monitoring station.
8. Monthly generator testing following C285-05 “Emergency Electrical Power Supply of Buildings”. Fuel tank inspection and updates.
9. Fire extinguisher and fire suppression system inspections. Schedule kitchen hood cleanings.
10. Design and install power supplies for low voltage smoke detectors.
11. Input to RFQ’s for generator and sprinkler maintenance, monitoring.
12. Building inspections with fire department.
13. Installs new devices (120v & 12v). Relocate devices, if required. Change out faulty detectors and install new.
14. Assists with the management of the asbestos, mold and PCB programs with the responsibility of ensuring that construction and maintenance projects will not compromise workers or the environment through accidental exposure. Acts as the project manager on all abatement projects.
15. Reviews all construction plans and ensures that fire protection systems and devices specified are designed and installed without compromising University standards, legislation and satisfies the authority having jurisdiction.
16. Conducts monthly and annual inspections and any required maintenance on fire safety equipment, generators and emergency lighting.
17. Schedules and coordinates annual third party verification of fire safety systems as required.
18. Performs monthly electricity sub meter readings and resets the demand on each sub meter.
19. Monitors, adjusts, reschedules, by central computer Building Environmental and complex Laboratory Control Systems (including BSL III laboratory) and field checks related to heating, cooling, domestic hot water, ventilation, pumping and Digital Control Panels to minimize the likelihood of comfort complaints and ensure the effective use of energy.
20. Reschedule and reset heating, cooling, ventilation systems using room bookings information provided by staff outside the department.

**Analytical Reasoning**

* Responsible in an emergency fire situation until the fire department arrives on site. This person needs to be able to react quickly and calmly to fire and emergency situations with sound reasoning and independent decision making.
* This position is responsible to and keep abreast of changes to systems and technology along with changes to reporting and legislation and react accordingly. This includes analysing any changes in related legislation and interpreting how these may affect the University systems or reporting requirements.

**Decision Making**

* The employee follows established procedures. Decisions usually involve completeness and sequence of work.

**Impact**

* Failure to have well-maintained working fire systems in place could have catastrophic consequences to the university in terms of loss of life, property damage and reputation.
* If the emergency generator systems fail during an unplanned power outage, catastrophic consequences could result such as fire alarms, sprinklers or emergency lighting not operating during the outage.
* This position is responsible to respond to the site in the event of a fire incident prior to Fire Department arrival to react appropriately to a fire situation, in which the first few minutes can determine the fate of occupants and property damage.
* By project managing the asbestos, mold and PCB abatement projects the employee is ensuring that construction and maintenance projects will not compromise workers or the environment through accidental exposure.

**Education**

College Diploma (2 year) in Fire & Life Safety Systems Technician.

**Experience Required**

* Two years of experience in fire safety plus three years of directly related experience.
* Experience and training on Building Automation Systems is required.
* Working knowledge of electrical systems will be considered an asset.

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* Contractors

Indirect Responsibility for the Work of Others:

* Fire Wardens training and evaluation (50 fire wardens)

**Communication**

Internal:

* Faculty - construction projects
* Staff - construction projects
* Maintenance Colleagues
* Student employees

External:

* Fire department
* Fire Marshall Office
* Contractors
* City Hall - building department
* Canadian Fire Alarm Association
* Ministry of Solicitor General
* Ministry of Labour
* Ministry of Environment and Energy
* Inspectors

**Motor/ Sensory Skills**

* Dexterity - Computer, maintenance (inspection of fire alarms and fire extinguishers)
* Hearing - Monthly residence fire alarm bell tests
* Smell - Determining origin of smoke, gas, designated substance odors
* Visual - Reading/interpreting legislation

**Effort**

Mental:

* Sustained Attention - Revising the physical resources safety manual and updating related procedures.

Physical:

* Walking - Inspections
* Carrying - Fire Extinguishers, Batteries
* Strength - Re-racking of fire hoses
* Testing and replacement of batteries on emergency plug in lights and system (ladders & potential hazard)

**Working Conditions**

Physical:

* Work in mechanical rooms
* Work in construction sites
* Inspections - In non-heated/non-air conditioned areas and dangerous inhospitable areas

Psychological:

* Dealing with angry/confrontational people
* Interruptions