Definition of Class
This is a supervisory position in which the incumbent is responsible for planning, developing, and implementing a complete fire safety program protecting the lives, buildings, and equipment at the University of Mississippi. Incumbent assists University community in meeting all fire codes through inspection and training. Incumbent serves as liaison to state and local authorities and supervises the activities of subordinate fire inspectors. Position reports to the Associate Director, Physical Plant.

Examples of Work Performed:
Manages the activities of subordinate fire inspectors to ensure University facilities are inspected and comply with fire and life safety codes.

Acts as liaison with State Fire Marshall’s Office and confers with local officials concerning fire safety issues.

Develops and maintains a comprehensive fire protection plan including inspection and training schedules. Provides training in fire prevention and safety.

Conducts fire and safety inspections of University buildings and grounds; ensures the maintenance and working conditions of fire alarms, fire extinguishers, and water sources.

Inspects University facilities to determine compliance with the Occupational Safety and Health Act of 1970.

Inspects venues for fire safety prior to special events.

Coordinates fire drills, evaluates procedures and provides safety instruction to University faculty, staff, and students.

Provides building access to emergency personnel.

Serves as a reference source concerning building layout and construction. Reviews construction plans to ensure compliance with safety and fire codes

Stays abreast of fire related laws, codes, and policies. Writes reports and updates university policies and procedures related to fire issues.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans, develops, and implements a complete fire safety program for the University of Mississippi.

2. Performs fire and safety inspections on University buildings and grounds; prepares and distributes inspection reports.

3. Develops and manages building inspection and training schedules.
4. Supervises the activities of subordinate fire inspectors.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements**: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion**: The incumbent may be required to lift up to approximately 25 pounds.
- **Vision**: Requirements of this job include close vision.
- **Speaking/Hearing**: Ability to give and receive information through speaking and listening.
- **Motor Coordination**: While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to sit; climb or balance; and taste or smell.

**Experience/Educational Requirements**:

- **Education**: High School Diploma or equivalent (GED).
- **Experience**: Five (5) years of experience related to the above described duties.
- **Mandatory Certification**: National firefighter certification, levels 1001-I, 1001-II.
- **Mandatory Licensure**: Valid driver's license

**Additional Licensure and Certification Requirements**:
National Certification as a Fire Inspector 1031-I within six months employment and earn 24 hours of continuing education annually.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer
The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.