JOB DESCRIPTION

Special Services Technical Assistant

Definition of Class
Incumbent in this position is responsible for assisting in the inspection of construction projects and ensuring life, safety, and fire compliance. The incumbent performs fire safety inspections of University buildings and grounds; assists in ensuring building accessibility; and assists in coordinating forced departmental moves.

Examples of Work Performed

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

Compiles and maintains records of inspections and compliance.


Assists in the inspection of construction projects in progress and upon completion to ensure compliance with plans, specifications, and related contract documents.

Inspects existing buildings and recommends necessary repairs as it relates to safety and/or accessibility.

Assists in the coordination forced departmental moves by meeting with departments and arranging move schedules; coordinating with moving companies; and tracking inventory associated with moves.

Maintains records including life, safety, and fire inspection reports; inventory of life/safety equipment; and accessibility accommodations.

Performs similar or related duties as assigned or required.

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. Performs fire and safety inspections on University buildings and grounds.
2. Prepares and maintains reports associated with life, safety, and fire inspection and compliance.
3. Assists in the inspection of construction projects in progress, completed projects, and existing buildings.

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 50 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. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  - High School Diploma or equivalent (GED).

  AND

- **Experience:**
  - Three (3) years of experience related to the above described duties.

- **Certification:**
  - National Certification as an instructor, level 1041-I & II within first year of employment.
  - National firefighter certification, levels 1001-I, 1001-II within first year of employment.
  - National Certification as a Fire Inspector 1031-I within the first two years of employment and 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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