Job Description

Fire Safety Manager - (190000RB)

Job Purpose

Towson University's Environmental Health and Safety is hiring a Fire Safety Manager. This position works under limited supervision to manage the day-to-day activities of the University's Fire Safety Program to ensure compliance with all applicable laws/regulations/codes. The Fire Safety Manager serves as the senior technical professional. This position reports directly to the director of Environmental Health and Safety and the assistant director in the absence of the Director.

Description

To serve as the University's Primary Coordinator for the Fire Safety Program. To manage the day to day operation of this program to ensure full compliance with all applicable laws/regulations/codes while protecting the health and well-being of the campus community. Develops campus policies and procedures on fire protection and safety, such as the University's Administration/Academic and Residence Hall Evacuation Plans. Updates as necessary to ensure compliance with applicable fire codes. Conducts fire protection systems test detection, suppression, alarm, emergency lighting, and water supply (sprinkler) systems. Conducts campus building "Fire System Acceptance Tests" on all newly installed devices in accordance with applicable fire codes. Evaluates results of the fire protection systems and applies the results to the development of corrective action plans. Provides consultative services to the University community. Oversees the University's Bonfire and Hot Works Permit Programs. Completes and submits all Fireworks permit applications to the State Fire Marshall Office for their approval. Responds to campus fire emergency situations and provides/coordinates assistance with the local fire department and implements training programs. Serves as campus liaison with State/County Fire Marshall's Office and local fire departments. Prepares reports and recommendations on fire safety management issues and program development. Reviews test building plans and specifications to evaluate fire protection, means of egress, segregation of hazardous areas, and occupancy for compliance with applicable fire codes. Conducts fire protection surveys such as the inspection of facilities to identify hazardous conditions, unsafe practices, or violation of fire codes. Evaluates results and implements, corrective actions. Assists with fire drills in all campus buildings in accordance with current local, state, federal, and University policy to
ensure that the alarm systems are operational and that all personnel are safely evacuated from the building. Manages the University's Fire Suppression, Fire Extinguisher, Fire Alarm, and Fire System Maintenance contracts. Maintain all records for inspection by outside agencies.

**Qualifications**

High School Diploma with at least five years of experience in the fire safety inspection and code enforcement. In-depth knowledge of the National Fire Protection Codes and Maryland Fire Prevention Regulation. Operation of fire suppression and alarm system is also required. Must be able to work weekends, nights, and holidays.

**Preferred:** Ten years or more experience in fire safety inspections and code enforcement. A Bachelor's Degree in Fire Science or Fire Engineering or a fire safety degree can be substituted for 4 years of the required experience.

*A criminal background investigation is required for the hired candidate and the results may impact employment.*

**Salary and Benefits**

Competitive salary and full University benefits that include 22 days of annual leave, up to 14 holidays, personal and sick days; excellent health, life, and retirement plans; and tuition remission. To learn more about our benefits, click [here](https://towson.taleo.net/careersection/ex/jobdetail.ftl).

*This position will be open for a minimum of 14 days. Cover letter and resume are requested, but not required.*

**Organization** Administration & Finance Division  
**Primary Location** Main Campus  
**Posting Date** Nov 12, 2019