

SAFETY TECHNICIAN

NATURE OF WORK

This is technical, clerical and manual work in the inspection and maintenance of safety equipment.

Work involves responsibility for inspecting safety equipment to ensure adherence to operating standards, maintaining records on fire extinguishers and related equipment and performing general maintenance. Work also includes contacting contract representative to obtain equipment repair service. Work of this class requires aptitude and ability rather than a high degree of skill. Work is performed under general supervision and reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Inspects portable fire extinguishers and related equipment on a scheduled basis; takes necessary action to ensure that equipment inspection meets prescribed standards; submits report of findings to immediate supervisor and takes further action upon receiving instructions.

Advises immediate supervisor of needs for additional safety and directional signs on campus; recommends the replacement of damaged signs; prepares and revise evacuation plan drawings and maps for University buildings, as required.

Maintains detailed records on fire extinguishers and related equipment; records equipment location, model type, serial number, date of previous inspection, date of future survey and related comments.

Performs minor maintenance on equipment such as replacing component parts and making necessary adjustments.

Maintains liaison with service representatives regarding major equipment repairs; contacts representative to request the recharging and testing of fire extinguishers.

Assists in various University safety and fire prevention activities, safety promotion and education programs by performing a variety of clerical and messenger duties.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in performing mechanical tasks in a related area; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of methods, tools and materials used in maintenance and repair work.

Knowledge of safety standards required for fire safety equipment.

Some knowledge of inspectional techniques.

Some knowledge of blueprint reading.

Some knowledge of basic drafting principles.

Ability to perform tasks requiring mechanical aptitude.

Ability to use and maintain tools and equipment.

Ability to maintain simple filing system.

Ability to prepare reports from records.

Ability to understand and follow oral and written instructions.

Ability to maintain effective working relationships with faculty, administration and research personnel.

Physical strength sufficient to perform heavy manual tasks.

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1984.04.17

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