

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FACILITY FIRE SAFETY COORDINATOR

POSITION CODE: 14435
Effective: 10-16-86

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs regular inspection duties in assigned facility which does not have a fire company; conducts fire prevention inspections throughout facility; serves as a resource specialist in the field of fire prevention inspections for facility management; instructs facility personnel in the use of first aid fire fighting equipment and in fire safety practices and methods. Positions included in this class require and apply a developed, formal knowledge of fire science, fire safety and prevention, are not assigned fire suppression duties and responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts on-site inspections and reinspections of all buildings and facilities within assigned facility to follow procedures established by the agency and the State Fire Marshal's Office, for the purpose of discovering and eliminating existing and potential fire hazards or dangerous conditions. Ensures compliance with applicable state and federal standards, codes and ordinances relative to fire and safety hazards by obtaining on-the-spot corrections or by writing correction orders to the attention of the facility management. Investigates fire incidents and other emergencies to determine causes and effective prevention methods.
2. Conducts periodic training programs for facility staff in fire safety, emergency procedures, avoidance of hazards and operation of fire and safety equipment.
3. Inspects, on a regular basis, all portable and fixed fire protection equipment, fire alarm, detector, smoke detector and sprinkler systems, and devices to ensure proper installation, maintenance, adequacy, and operational capacity; periodically inspecting and testing all fire hydrants in facility; maintains equipment in condition for immediate and effective use in case of fire. Reports findings to immediate supervisor.
4. Maintains a comprehensive system of recording and reporting all inspection and compliance data and activities in accordance with procedures established by the facility management in cooperation with the State Fire Marshal's Office; maintains daily, weekly, and monthly activity schedules; files schedule with supervisor. Prepares required reports and maintains tickler file to track correction of violations.
5. Serves as a resource person; interprets laws, codes and ordinances for authorities within the facility. Monitors activities on grounds and temporary work by contractors or crafts, which would be considered a temporary fire hazard.
6. Informs facility staff of proper procedures and techniques through discussions, meetings and drills; trains facility personnel, including facilities' security officers in methods of reporting fires, evacuating patients and staff from buildings and the use of fire extinguishers and other fire first aid equipment located in their immediate working area; teaches techniques and procedures to be used for fire prevention inspections; evaluates effectiveness of drills and makes changes for improvement.

FACILITY FIRE SAFETY COORDINATOR (Continued)

7. Coordinates facility activities with local fire departments, State Fire Marshal's Office and fire protection agencies; attends agency meetings and meetings of governmental authorities such as the State Fire Marshal's Office, fire service agencies and organizations in order to understand the agencies' programs and to ensure facility compliance with the requirements established by various certification, licensing, and code enforcement agencies. Manages various contracts which provide fire and safety related services.
8. Observes and records results of electrician's regularly scheduled conductivity tests of floor and equipment in operating rooms and records results.
9. Continues to receive classroom and on-the-job training in fire prevention inspection in order to properly prevent loss of life and property.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Requires certification by the Illinois State Fire Marshal's Office as a Firefighter III within the last four years or test results indicating successfully passing the State Fire Marshal's Office' Firefighter By-Pass Examination for persons employed by fire departments and fire prevention areas who are prohibited from work in fire suppression.

Requires three years of technical work experience in fire prevention, fire safety, or in fire investigation or related fire experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of applicable federal, state and local statutes relative to fire prevention and/or protection.

Requires extensive knowledge of applicable health care licensing procedures.

Requires extensive knowledge of building occupancy classifications.

Requires extensive knowledge of building inspection components, terms, types and categories.

Requires extensive knowledge of life safety code interpretations and application.

Requires extensive knowledge of fire inspection techniques, methods, and procedures.

Requires working knowledge of agency policies and procedures.

Requires working knowledge of legal procedures and proceedings relative to fire prevention.

Requires ability to be certified as Fire Prevention Officer I within six months after appointment dependent on availability of the Office of State Fire Marshal's 240 hour course.

Requires ability to instruct facility personnel in the use of first aid fire fighting equipment and in fire safety practices and methods.

Requires ability to research, interpret and apply applicable codes and ordinances.

Requires ability to maintain a comprehensive record system.

Requires ability to communicate in oral and in written form.

Requires ability to establish and maintain satisfactory working relationships with state and federal officials and other employees.