

CAMPUS FIRE MARSHAL AND ENVIRONMENTAL SAFETY OFFICER

Morgan State University Job Description Requirements

Department: Physical Plant

Title: Fire Marshal and Environmental Safety Officer

Position Summary: Morgan State University (MSU) Fire Marshal represents the State Fire Marshal as the legally appointed Authority Having Jurisdiction (AHJ) for all fire and life safety issues involving the construction, use and occupancy of MSU and its associated facilities. Administers university-wide, technically and administratively fire safety and emergency management policies, programs and/or procedures.

Responsibilities include but are not limited to:

- Directs the Environmental Safety, Sustainability and Risk (ESSR) Fire Safety/Fire Marshal Program, campus-wide fire, life and environmental safety programs; fire investigation; State of Maryland fire code compliance; and fire protection and life safety code compliance for campus and Service Center construction projects.
- Oversees the evaluation, inspection, maintenance, testing, compliance, and replacement of all fire protection systems, fire equipment, hydrants and special laboratory equipment, detectors throughout campus on a regularly scheduled basis.
- Oversees and manages the “safety and laboratory” contracts such as, elevators, sprinklers, fire systems to name a few.
- Establishes Laboratory and Environmental Safety protocols for all venues
- Recommends, develops, and performs fire and life safety training for the university community and determines types of training required. Develops effective training materials, as needed, and presents briefings to institutional (e.g. faculty, staff, students) and non-institutional groups.
- Reviews construction plans for building and fire code compliance, consults with design professionals, observes construction for code compliance, audits fire safety issues in existing facilities, investigates fires incidents, and develops.
- Oversees accurate completion and filing of reports and documentation required by regulatory agencies. Oversees the development, implementation, and maintenance of procedures, and protocols. Maintains records (e.g. Material Data Safety Sheets) and prepare reports of inspections and investigations.

- Participates/Plans/Leads events for Environmental Health and Safety (EHS) programs, such as: fire drills, responding to fire alarm emergencies, audits, exercises.
- Participates in the response to campus emergencies involving environmental, chemical, radiation, biosafety, laser, occupational, life, fire and overall student and research laboratory safety.
- Coordinates with the Executive Director of Public Safety regarding the MSU emergency management and disaster recovery planning; participates in the development of, revises, tests, and evaluates campus-wide emergency plans through a cooperative effort with other MSU departments that have emergency response duties such as Public Safety, Facilities Management, Residential Facilities, Resident Life, and the University Health Center.
- Coordinates with the Executive Director of Public Safety in developing programs in assisting academic and administrative departments to create individual emergency, business continuity, and disaster recovery plans for integration with campus-wide plans. Assists the Executive Director of Public Safety with MSU, local, state, and federal agencies. Serves as a key University position within the Incident Command Systems (ICS) during emergencies.
- Acts in the capacity as a First Responder with regard to environmental, medical, chemical, radiation, biosafety, occupational, life, fire, and laboratory safety emergencies.
- Issues hot work permits and/or standbys and confined space permits.
- Represents MSU interests through participation in state and national committees and associations.
- Performs other duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree in a relevant field (i.e., fire protection engineering, life sciences, industrial hygiene, safety, environmental engineering, occupational health). A Master's Degree and professional certification is preferred. *Equivalent combination of education and experience may be substituted.*

Experience: Three (3) years progressive experience in implementing fire and life safety programs, including at least two (2) years of specialization in fire protection engineering.

Certification Requirement: Certified Fire Prevention Officer III or equivalent (Professional Engineering license preferred). Must be able to attain the designation of

Lead Designated Campus Fire Marshal by the Office of the State Fire Marshal within 12 months of hire (a condition of continued employment).

Other:

Thorough knowledge of federal/State/local fire safety and Environmental, Safety and Health (ES&H) codes, standards, and regulations, and principles/practices related to recognition, prevention, control, analysis, and investigation of fires and fire hazards. Knowledge of local, state, and federal guidelines and regulations regarding emergency management. Knowledge of ES&H and risk management principles/practices. Knowledgeable of ADA guide lines as they are related to fire safety. Skill in oral and written communication. Ability to plan, organize, and supervise the work of managers and technical professionals. Ability to develop strategic plans. Ability to work with multiple, diverse groups towards common goals. Knowledgeable of Fire Safety 101: for Colleges and Universities and for People with Disabilities.

Works closely with and oversees if necessary fire and life safety related programs associated with Residence Life.

Supervisory Responsibilities: Existing Staff (Environmental Safety Program Manager; Work Control Supervisor - Environmental Safety, Maintenance Aide I, Keith Neil)

Supervision Received: Physical Plant Director (Direct Report), Associate VP Facilities, Design and Construction

Hiring Range: Commensurate with education and experience