

Emergency Drill Coordinator/Safety Inspector  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=176876>

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Posted Jan. 19, 2022, set to expire Jun. 30, 2022

<b>Job Title</b>	Emergency Drill Coordinator/Safety Inspector
<b>Department</b>	Environment, Health and Safety
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 19, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Public Safety
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/32696">https://www.ubjobs.buffalo.edu/postings/32696</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

This position is responsible for assisting the Fire and Life Safety Manager in managing compliance with the Fire Code of New York State, Chapter 4, Section 405.1, "Emergency Evacuation Drills", for the University at Buffalo campuses. The position will also conduct required inspections of key fire safety equipment including carrying out inspection and testing of fire alarms, fire suppression and other systems throughout the University. The incumbent accomplishes this task by working with other University departments and outside agencies, and fulfilling the duties and responsibilities of the position. The position will have frequent oral and written communications with campus administrators, faculty, professional staff, and facilities management, undergraduate and graduate students. The Emergency Drill Coordinator/ Fire Safety Inspector reports directly to the Manager of the Fire & Life Safety Division within Environment, Health and Safety (EH&S).

The work assignments are primarily based on maintaining compliance with applicable state and federal

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regulations and standards. The Emergency Drill Coordinator/ Fire Safety Inspector must work carefully with building contacts to ensure that emergency drills are conducted in a collaborative manner that avoids significant disruption to normal operations.

### Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

### About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

Associate's degree plus excellent customer service skills, presentation skills and good interpersonal communication skills are required.

Working knowledge of New York State Fire Codes.

Well versed in the areas of fire alarms, fire suppression systems, and emergency drill protocols.

Knowledge relevant to the specific responsibilities of this position obtained through a degree program or through work experience is mandatory.

### Preferred Qualifications

Associate's degree in the specific field of Fire Science or closely related Science field.

Certification as a New York Code Enforcement Officer.

Documented knowledge and experience in emergency planning and response and fire department operations.

Experience in an academic, research or government environment.

Creative problem solving skills.

The ability to use Microsoft Office tools, word, excel and access programs.



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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