

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

Direct Link: <https://www.AcademicKeys.com/r?job=244358>

Downloaded On: Jul. 22, 2025 12:21am

Posted Sep. 6, 2024, set to expire Aug. 4, 2025

Job Title	Emergency Drill Coordinator/Safety Inspector
Department	Environment, Health and Safety
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Public Safety
Job Website	https://www.ubjobs.buffalo.edu/postings/52569
Apply By Email	
Job Description	

Position Summary

The [Environment, Health and Safety](#) department at the University at Buffalo is seeking an **Emergency Drill Coordinator/Safety Inspector**. The Emergency Drill Coordinator/Safety Inspector 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. Work assignments are primarily based on maintaining compliance with applicable state and federal 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

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The duties of this position will consist of:

- Required inspections of key fire safety equipment including carrying out inspection and testing of fire alarms,
- Inspection of 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).

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Associates degree with 2 years' experience.
- Equivalent combination of education and experience may be substituted for the degree.

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- Excellent customer service skills, presentation skills and good interpersonal communication skills are required.
- Well versed in the areas of fire alarms, fire suppression systems, and emergency drill protocols.

Preferred Qualifications

- Preference will be given to candidates with an 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

Physical Demands

- Must be able to move and transport up to 60 lb. cylinders
- Must be able to traverse around all parts of the campuses
- Must be able to position self to pick up items and access fire safety systems
- Must be able to ascend and descend ladders to access fire safety systems

Contact Information

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

Contact

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