UNIVERSITY OF SOUTHERN CALIFORNIA

Fire Prevention Specialist

Job Code: 179528

Grade: G
OT Eligible: Yes

JOB SUMMARY:
Performs prescribed inspection, maintenance service and repair of fire extinguishers for University Park & Health Science Campuses.

JOB ACCOUNTABILITIES:

*E/M/NA% TIME

____  ____ Inspects fire extinguishers on a routine and regular basis.
____  ____ Repairs and tests fire extinguishers for conformity with legal specifications using hand tools and hydrostatic test equipment.
____  ____ Dismantles fire extinguishers and examines tubing, horns, head gaskets and other parts for defects.
____  ____ Replaces worn and damaged parts using hand tools.
____  ____ Cleans fire extinguishers and recharges fire extinguishers with liquids, solids or gases.
____  ____ Installs cabinets and brackets to hold extinguishers and repairs and services the same.
____  ____ Maintains record keeping system for accurate inventory and preventive maintenance program on fire extinguishers.
____  ____ Maintains currency with fire and safety codes applicable to fire extinguishers.
____  ____ Trains others on specific skills and tasks as needed.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

**Minimum Experience:**

2 Years

**Minimum Field of Expertise:**

Two years experience inspecting, maintaining and reporting fire extinguishers. Knowledge of fire extinguisher maintenance, repair and operations. Valid city and state fire extinguishers inspection and service license. Demonstrated mechanical aptitude. Valid California driver's license. Familiar with city and state building codes, OSHA rules and regulations, standard safety and equipment practices and other requirements for workplace safety.

**Skills: Other:**

Organization
Teaching/Training

**Skills: Machine:**

Computer Network (Department or School)
Computer Peripheral Equipment
Handheld power tools and non power tools
Personal Computer

**Skills: Trade/Auxiliary:**

Inspect and evaluate the quality of products
Knowledge of city and state building codes
Maintain inventories
Maintain records, logs, etc.
Read, write, and follow verbal instructions
Understand and apply policies and procedures
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**

May oversee student, temporary and/or casual workers.
Trains journeymen and other employees on specific skills and tasks as required

**Comments:**

Maintains relevant city and state licenses.

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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