

Job Position Description

Job Title: **Fire Safety Assistant**

- A. Main purpose of the job: **To assist the Health and Safety Inspector in the inspection, care and maintenance of fire extinguishers and related equipment.**

- B. Primary responsibilities or key duties of the job (tasks performed regularly):
 - 1. Perform monthly fire extinguisher inspections.
 - 2. Perform minor maintenance and periodic adjustments to fire extinguishers, cabinets and related equipment.
 - 3. Identify and report other safety violations.
 - 4. Other duties as assigned.

- C. Additional duties (tasks performed occasionally):
 - 1. Exchange and replace fire extinguishers as needed.
 - 2. Write incident reports.

- D. Basic qualifications:
 - 1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs.
 - 2. Willing and able to follow directions and work independently
 - 3. Maintain valid driver's license and be insurable by BGSU
 - 4. Familiar with MS Office programs, including Word and Excel

- E. Additional information:
 - 1. Must be attentive to detail and accuracy