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