



## Position Vacancy

**Position:** Campus Fire Safety Officer  
**Status:** Full-time (non-exempt)  
**Department:** Campus Safety  
**Reports to:** Director

### Duties & Responsibilities: Campus Safety Officer

- Maintain the safety and security of Paul Smith's College and its people.
- Provide service and support to students and employees, including issuing College ID cards, registering vehicles, responding to lockouts, providing on campus safety escorts, and assisting with vehicle jumpstarts and lockouts.
- Respond to calls for service, incidents, medical incidents and accidents, and fire alarms.
- Investigate complaints, accidents, and any incidents of suspicious nature.
- Make notifications of incidents and emergencies to appropriate and required college officials, and outside agencies.
- Prepare and submit incident reports, in a timely manner.
- Perform patrols of campus, including buildings, parking lots, and other appropriate areas.
- Identify potential safety, security, and fire hazards, and as appropriate take actions to eliminate hazards and unsafe conditions and/or make appropriate notifications.
- Issue parking and moving violations to those in violation of the Paul Smith's College parking and vehicle policy.
- Perform assigned inspections of emergency and safety equipment and supplies.
- Maintain effective communication with students and employees in a professional manner regarding college safety and security issues.
- Ensure Paul Smith's College safety standards are maintained in daily tasks.
- Provide and request support from members of Student Affairs staff as appropriate and as directed by Campus Safety Lead Officer (Sergeant) or Campus Safety Director.
- Record shift activities and other pertinent information in the Campus Safety reporting system.
- Perform other duties and task as assigned and required.

### Duties & Responsibilities: Fire Safety Officer

- Develop, implement, and participate in fire prevention programs.
- Develop, conduct, and participate in employee safety, fire prevention, and accident prevention programs.
- Coordinate and conduct evacuation drills in campus buildings as outlined in the NYS Fire Code.
- Maintain records of evacuation drills as outlined in the NYS Fire Code.
- Establish and maintain working relationships with outside agencies to include, but not limited to the local fire department, the local Code Enforcement Official and the NYS Fire Protection Specialist.
- Ensure that fire extinguishers, smoke detectors, fire alarm systems, sprinkler systems, ansul systems, and fire hydrants are in operating condition.
- Ensure all campus fire systems are inspected and maintained in proper working order as outlined in the NYS Fire Code.
- Coordinate and schedule semi-annual and annual inspections of the fire protection systems.
- Respond to fire alarms, as appropriate, and implement actions as dictated by the Campus Safety's procedures on responding to fire alarms.
- Review the cause of fire alarm and trouble alarm activations, and take corrective actions or forward suggestions on how to prevent alarm activation in the future.
- Ensure notification of reportable fires to the NYS Office of Fire Prevention.
- Ensure notifications are made to appropriate officials if a fire protection system is out of service, and ensure a fire watch is performed as required by NYS Fire Code.
- Provide guidance and recommendations on College projects as they relate to fire safety.
- Perform related work as assigned.
- Perform other duties and tasks as required.

**Requirements:**

- Must be at least 21 years of age with appropriate experience.
- Must be certified, or able to obtain certification upon employment, as a New York State Security Guard, including passing a background investigation, and maintain certification throughout employment.
- Must be certified or able to obtain certification upon employment as a New York State Building Safety Inspector (basic code enforcement training), and maintain certification throughout employment.
- Must possess, or be able to obtain, a New York State Driver's license and have a driving record that acceptable to our insurance carrier.
- Must be certified, or able to obtain certifications upon employment for Basic First Aid, CPR for the Professional Rescuer, AED, Emergency Oxygen Administration, Naloxone (Narcan) Administration, Blood Borne Pathogens, and Mental Health First Aid, and maintain certification throughout employment.
- Must have taken, or be able to attend upon employment, the OSHA 30 Hour General Industry Course.
- College level experience preferred.
- Able to lift and carry 50 lbs. for 50 feet.
- Able to walk for extended periods of time and distances in the various campus environments.
- Able to perform patrols via patrol vehicle, bicycle, and foot.
- Possess strong interpersonal, problem-solving, and listening skills, with attention to details.
- Comprehend basic mechanical skills and an understanding of emergency systems maintenance procedures.
- Ability to provide clear verbal and written communication, in a courteous and professional manner.
- Ability to guide and train, and evaluate the work of others.
- Ability to determine work priorities, to make rapid and appropriate decisions, and to allocate work to others as appropriate.
- Ability to work independently and in a team.
- Able to work various shifts, including nights, weekends, and holidays.
- Must be reachable during off duty hours, for shift coverage and emergencies.

***This is an essential personnel position, which requires the employee to report to work when the College is closed and during emergencies.***

**To Apply:** Applicants may submit a letter of intent, resume and contact information for three professional references. Electronic submissions are strongly encouraged and should be sent in Pdf or Microsoft Word™ format to: [employment@paulsmiths.edu](mailto:employment@paulsmiths.edu) Mailing address: Human Resources, Paul Smith's College, PO Box 265, Paul Smiths, NY 12970. Faxed to: (518) 327-6161.

*Paul Smith's College values diversity in the College community and seeks to assure equal opportunity through its continued Affirmative Action program. EOE/AA/M/F/D/V*