

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Safety & Health Communications	<b>Job Code:</b>	46361
<b>Job Function:</b>	Staff	<b>Grade:</b>	120
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	6000 Public Safety Division	<b>Date:</b>	1/1/04;2/18/02

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**Job Summary:**

Supervise and monitor health and safety programs to provide a safe work environment. Train and enforces fire and safety regulations throughout the campus. Direct the University's two-way and mobile communication/data systems.

**Essential Functions:**

25% Supervise and coordinate safety programs relative to fire, building construction, asbestos inspection and removal. Direct and supervise field inspectors.

25% Perform safety inspections, identify hazards and makes recommendations for compliance. Investigate complaints and provides technical interpretation of fire and safety regulations. Act as a University liaison for OSHA, state fire marshal, building, local fire, insurance inspectors and outside construction contractors regarding all aspects of health and safety issues. Respond to emergency calls made for fire, medical and hazardous materials.

25% Direct all activities relating to the development, use and maintenance of the University wide two way radio and mobile data communications systems. Provide technical training, troubleshooting and minor repair of equipment. Organize major repairs of system with outside organizations.

10% Maintain knowledge of federal, state & local fire and safety regulations through personal research and attendance at classes and seminars. Maintain awareness of new developments/technology in health and safety communications and mobile data equipment for continual improvements.

10% Write specifications for equipment bids in regards to radio communications and health and safety equipment. Analyze bids and finalizes purchases. Prepare and maintain operating budgets for the radio communications and mobile data systems and approves expenditures. Write reports, compile records and maintain files as needs.

5% Make proper application to Federal Communications Commission for radio licenses, involving new or modified equipment and renews licenses. Promote compliance with all rules and regulations made by the commission. Communicate with the Federal Communications Commissions, manufacturers, distributors and representatives of electronic equipment.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

State of Ohio certification for the following: Fire Safety Inspector; Volunteer Fire Fighters Course; Asbestos Hazard Evaluation Specialist; Emergency Medical Technician.

**Experience:**

Requires a minimum of 2 years working experience in radio communications equipment, mobile data and computer systems. Knowledge of the operation and maintenance of trunked and conventional radio systems required. Working knowledge of OSHA regulations, federal/state fire and safety codes, laws, policies and procedures pertaining to occupational/industrial safety and health required. Prior supervisory and training experience along with problem solving skill and the ability to communicate technical information to staff and faculty required. Ability to manage a department budget required. Prefer prior knowledge of the campus and university operations.

**Leadership:**

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

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