
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Specialty

Grid: 23

Class Title: Fire and Safety Officer

I. Level Definition

Positions at this level inspect and maintain fire protection equipment and provide instruction/training to staff in safety and fire prevention procedures.

II. Typical Duties

1. Inspects, tests and maintains fire protection and alarm equipment in working order, per applicable Statutes or Regulations.
2. Conducts fire and evacuation drills and fire prevention and safety inspections in accordance with Regulations and established procedures.
3. Instructs and trains staff in safety, fire prevention, fire fighting and evacuation procedures.
4. Investigates fire reports and accidents and communicates with appropriate hospital personnel and agencies (e.g. Fire Department; workers' compensation).
5. Maintains related records, prepares reports and makes recommendations for changes (e.g. equipment, procedures) as appropriate.
6. Provides advice to Committees on accident and/or fire prevention.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and five years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.