



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator, Minor Construction, Trades and Fire Safety
Status: Full-time, 35 hours/week non-standard work week
Grade: 11
Union: PSA@RIC (Professional Staff Association)
Reports To: Associate Director, Facilities and Operations, Maintenance, Repairs, Special Projects

PRIMARY PURPOSE:

Provide supervision, direction, and oversight to the trade functions (i.e., plumbers, carpenters, electricians, painters and maintenance technicians) within the Department of Facilities & Operations. Act as the college's fire safety officer. Assist in all functions of minor construction, and maintenance including physical improvements, building modifications, and maintenance and repairs within the scope of Facilities and Operations.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Minor Construction:

- Responsible for the supervision of limited construction operations.
- In a timely manner, submit signatory approval on the completion of work orders and projects.
- Accountable for the timely communication relating to the status of work orders and projects to all parties involved.
- Supervise and inspect work performed by contractors for conformance to the proper standards of workmanship, materials and methods including MPA vendors, etc. to insure quality control for the college.
- As directed, assist the capital projects team by identifying key utilities, issues, etc.
- Consult with building managers and principals in order to determine their problems and concerns with regard to the physical plant.

Trades:

- Directly supervise all building maintenance and trades personnel (including electrical, maintenance, plumbing, carpentry, etc.)
- Review, prioritize, and issue daily work orders to trades personnel.
- Research and evaluate each work order and job activity.
- Assist in the ordering of supplies necessary to complete work orders and jobs in a timely and satisfactory manner.

Fire Safety:

- Conduct and document ongoing inspections to ensure that all campus facilities meet RI State fire codes and regulations (i.e., egress, fire extinguishers, hydrants, etc.).
- Act as the fire safety liaison to local fire departments and the state fire marshal's office.

- As directed, represent the college in interactions with the Rhode Island Fire Safety Board of Appeals and Review.
- Perform fire alarm panel monitoring in accordance with the State Fire Marshal's Office.
- Serve as the college's primary liaison with the Rhode Island State Fire Marshal's Office.
- Respond to and assist with the State Fire Marshal inspections, assisting in the State Fire Marshalls plans and specifications review process of any matters subject to the authorization of the State Fire Marshal.
- Be responsible for the review and correction of State Fire Marshall inspection reports reporting back directly to the Assistant Vice-President and the Director of F&O on a monthly basis regarding status.
- As directed serve as a contact with the local fire departments to facilitate their prompt and effective response to fire.
- Oversee, manage and be responsible for fire safety permitting processes for hot work, fire alarms off lien, etc.
- Serve as the back-up in managing the campus energy management systems, including HVAC, lighting, etc.

Other and Occasional Job Functions:

- Supervise the mail room.
- Perform other duties and responsibilities as assigned by the Associate Director of Facilities and Operations.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Four years of related experience.

OR

In lieu of a Bachelor's degree, a high school degree *with* certification in the area of fire safety, completion of certified fire safety programs *and* ten years of progressive experience in a facility and operations environment, competency in the area of fire safety including inspection and experience in minor construction.

Certification(s):

Fire safety certifications.

Skills, Knowledge and Abilities:

- Thorough knowledge of the methods and materials utilized in construction operations including physical improvements, building modifications, maintenance and repairs.

- Working knowledge of various state and local laws and regulations impacting construction and building operations, such as safety and building codes.
- Ability to prepare recommendations and specifications for related work.
- Ability to keep current with relevant local and state laws and regulations such as safety and building codes and insure contractors and the college adhere to those principles.
- Ability to read and interpret plans, specifications and drawings for contractors and employees.
- Competency in the area of fire safety including inspection.
- Good verbal and written communication skills.
- Competency in current fire safety technology as well as current trades/maintenance functions.
- Knowledge and background of the RI State Fire Code.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, and oils; may need to wear respirator. Position requires 24-hour call back in cases of emergency.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.