



# Campus Safety Specialist/ Staff Assistant SL-2

SUNY Canton is accepting applications for full time Environmental Health and Safety (EH&S) Specialist position with a specialization in fire safety, to the join the Facilities Department.

Salary: \$60,000-\$65,000

The EH&S Specialist will be responsible for coordinating fire and life safety systems, fire safety and building code compliance and environmental programs including testing, inspecting, record keeping, and training. Reporting to the Environmental Health & Safety Manager, the incumbent will develop and, implement health and safety programs for all campus staff and students to ensure compliance with state and federal code requirements. This position will work with other facilities staff, faculty, and technicians when required. Must be able to prioritize multiple projects, and work in a demanding fast-paced environment. This is a full-time, twelve (12) month position, with weekend and after-hours work, as required.

## Position Duties and Responsibilities:

- Perform duties related to EH&S activities pertaining to fire alarm systems, sprinkler systems and all life safety equipment operations and maintenance throughout the campus.
- Plan and conduct employee and student fire safety training, provide hot work training and issue and monitor hot work/special operating permits.
- Coordinate all safety training - Lock Out/Tag, Right to Know, and Electrical NFPA 70E.
- Function as the Campus Code Coordinator. Complete required annual In-Service training to maintain an active Certified NYS Code Enforcement Official (CEO) certification.
- Coordinate Office of Fire Prevention and Control (OFPC) campus inspections.
- Perform monthly inspections of the campus fire extinguisher program and fire suppression systems, scheduling required inspections, coordinating repairs, and maintaining mandated record keeping.
- Perform annual fire extinguisher, emergency lighting load test, bleacher, and safety eyewash/shower inspections.
- Coordinate with University Police required drills and maintain evacuation plans utilizing Computer Aided Design (CAD) drawings.
- Perform fire safety inspections and communicate deficiencies to Facilities Department.
- Perform Satellite Accumulation Area (SAA), Central Accumulation Area (CAA) inspections and assist with relocation of waste as required.
- Produce and maintain records and documents associated with required laws.
- Provide environmental support for campus.
- Coordinate safety training.
- Perform weekly & monthly AED inspections and coordinate repairs and replacement of batteries/pads.
- Understand and interpret NY State Building Code, NY State Fire Code, NFPA and PESH Regulations.
- Respond to emergency conditions, provide EH&S support at campus events as directed, work flexible hours, including weekend and evening work if necessary.
- This position will be expected to possess written and verbal communication skills and interpersonal skills essential to work with a diverse population of students and colleagues.

## Minimum Requirements:

- Associate's degree in Fire, Engineering, or Construction Technology or a closely related field.
- Minimum of two (2) years experience in a field mentioned above.
- Ability to obtain CEO certification within one year of employment.
- Ability to read and understand construction blueprints, diagrams, and specifications.
- Experience interpreting and applying EPA, DEC, NFPA, NYS Fire and Building Codes and OSHA regulations.
- Proficient in Microsoft Office Suite.
- Capable of performing physical labor to include carrying and moving items up to 50 pounds, climbing stairs/ladders and walking up to 3 miles a day.
- Class D Driver's license

## Preferred Qualifications:

- Bachelor's degree.
- Certified NYS Code Enforcement Official.
- NICET (National Institute of Certification in Engineering Technology - Fire Protection) Level II Certification.
- Demonstrated ability to determine training needs, organize and conduct training.
- Working knowledge of CAD.
- Hazardous Waste Management and Hazardous Materials Transportation Certifications.
- Fire Sprinkler Systems Certification

Prior to final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check.

**Application Deadline:** open until filled; application review begins immediately. Persons interested in the above position should apply online at <https://employment.canton.edu/>

SUNY Canton, a unit of the State University of New York, is an affirmative action, equal opportunity employer. SUNY Canton is building a culturally diverse and pluralistic faculty and strongly encourages applications from minority and women candidates.

The college is located in Canton, a village in the St. Lawrence River valley of northern New York. Located 20 miles from the St. Lawrence River and the Adirondack Park, and 70 miles from the Canadian capital city of Ottawa, Ontario, Canton holds excellent opportunities for the outdoor or cultural enthusiast. SUNY Canton is a member of the Associated Colleges, a consortium of four colleges.