



Job Description

Job Title: Life & Safety Systems Coordinator

JTC: P25

Salary Range: N04

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for planning, coordinating, and overall management of college life and safety programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Have working knowledge of MEP system repairs, buildings and Life Safety Codes. Must have strong knowledge of computer technology to access data, maintain information and generate reports. Must be able to operate equipment safely and reports any unsafe work conditions or practice to supervisor.

Able to process work order request for structural and deletions to the electronic access, changes in system configuration, adding and terminating employee/contractor access to the system. Monitor all new installations, inspections, testing, modernizations and special projects.

Build solid relationships interacting with colleagues, external entities, and personnel to fulfill the vision and mission of the organization. Able to create a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures.

Able to manage and oversee inspections and testing of the fire safety equipment. Demonstrate an ability to conduct scheduled evaluations and monitor system performance of the power generations and UPS systems.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques, interacting with diverse audiences. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's Degree and one (1) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as project/contract coordinator for MEP system repairs, construction and serviceability of existing equipment. Responsible for maintenance, cleaning, resetting removal and replacement of 1000 smoke detectors on campus. Conducts safety/health inspections of fire prevention, lock-out tag systems, interior and exterior lighting quality, work areas, worker's compensation issues, HAZMAT, food service, and code compliance. Submits all required reports to the State of Texas. Ensures the elevator contractor's performance is executed in accordance with district contract. Ensure that all ringdown communication systems are operational at all times.

Assists in the troubleshooting of the EACS and its peripheral equipment to determine problems and resolve problems by installing, initialing, modifying, adjusting, repairing or replacing parts and equipment including card readers, electric strikes, electric panic devices, motion sensors and magnetic locks. Ensure that all preventive maintenance inspections are performed in accordance with manufacturer specifications.

Maintains close working relationship with all Facilities Services divisions, emergency teams and College Police Department personnel to ensure safety measurements are met. Ensures that the data retention of recorded images is stored at a secured location for thirty-one days. Assists the Operations Division in the monitoring and maintaining of all call boxes. Assures that all reported non-operational call boxes are addressed in a timely matter. Appropriately represents the department to the campus community. Assists the Environmental Services Coordinator in monitoring the Campus MSDS and asbestos programs.

Manages the inspection, testing and system capacity of the emergency power generation and UPS systems. Performs scheduled evaluations and regularly monitor the system performance of the power generation and UPS systems. Monitors preventive maintenance procedures relating to the power generation, and UPS systems. Inspects all elevator systems for the following: lighting, signage, pit cleanliness and condition of interior of cab.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.