

# **Fire Prevention Inspector (Compliance/Safety Officer III) Old Dominion University – Norfolk, VA Position #00964**

The University Department of Public Safety at Old Dominion University (Norfolk, VA) is seeking candidates for a Compliance/Safety Officer III position:

**Objective:** Under the direction of the Associate Director of Emergency Management, this position will provide specialized support by assisting and supporting the Fire Prevention Manager in developing, promoting, maintaining, and coordinating Old Dominion University's fire prevention programs. This includes, but is not limited to, providing support for fire code compliance inspections, fire/life safety/building code interpretation, fire incident response and investigation, fire prevention and Public Safety-related training, fire drill coordination, and a variety of fire prevention outreach programs to the University community.

## **Required Qualifications:**

- Basic experience in an organized Fire Prevention Division or equivalent entity. Experience must include involvement in the following duties and responsibilities: fire inspection, plan review, and public education/relations.
- Basic experience performing methods and techniques used in fire inspection.
- Basic knowledge of the following duties and responsibilities: fire inspection, plan review, and public education/relations.
- Basic knowledge of inspection methods and techniques; math sufficient to compute percentages, decimals, and fractions; record keeping systems; types and methods of building construction related to fire and life safety; and basic fire science, fire terminology, and fire behavior.
- Considerable knowledge of the Virginia Statewide Fire Prevention Code and References.
- Basic proficiency in Microsoft Office suite including Word/Excel/Outlook/SharePoint/PowerPoint.
- Basic ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Considerable ability to communicate effectively, both orally and in writing.
- Considerable ability to complete assignments/projects on-time and independently with limited supervision.
- Considerable ability to develop and maintain collaborative relationships with a diverse faculty/staff/student population, as well as community organizations and local/regional/State/Federal partners.

## **Preferred Qualifications:**

- Considerable experience in an organized Fire Prevention Division or equivalent entity. Experience must include involvement in the following duties and responsibilities: fire inspection, plan review, and public education/relations.
- Considerable knowledge of the principles, practices and techniques of fire prevention; considerable knowledge of the laws, codes, ordinances and regulations related to fire prevention and enforcement; considerable knowledge of building materials, construction and the principles of combustion. Knowledge of building extinguishing and alarm systems; knowledge of the proper storage and handling of explosives and flammables.
- Basic knowledge of business English including spelling, grammar, vocabulary and report writing standards.
- Comprehensive knowledge of the Virginia Statewide Fire Prevention Code.

This position opens May 7, 2018. To review position requirements and submit an application, please visit <http://jobs.odu.edu/postings/7871> and follow the online instructions. AA/EOE