

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 7867000

Campus Safety Specialist, Grade 12

Brief Description of Class

Campus Safety Specialists ensure all federal, State and campus fire regulations and building codes are adhered to on a State University of New York campus. They inspect buildings, fire prevention and fire alarm systems; and conduct fire drills. Incumbents also ensure that members of a campus community are knowledgeable of safety and evacuation policies and procedures.

Distinguishing Characteristics

Campus Safety Specialist. full performance level; functions with a great deal of independence in small campus safety operations or as a member of a team of fire and safety specialists at a large campus; may supervise lower-level clerical, and safety and maintenance positions.

Illustrative Tasks

Reviews building plans and drawings; inspects buildings to ensure compliance with proper standards and regulations.

Inspects and tests fire protection systems; conducts periodic fire extinguisher inspections.

Responds to campus emergencies such as fires, vehicle accidents, bomb threats, hazardous material incidents, medical responses, and confined spaces rescues. Initiates building evacuations, search and rescue operations, extinguishes incipient fires, and coordinates the response of outside assistance by local fire departments.

Conducts fire safety training and fire drills to educate and inform the campus community of requirements.

Assists in establishing and maintaining a record-keeping system to track fire alarm and extinguishing system inspections and maintenance.

Provides on-site surveillance at large special events on campus to ensure compliance with applicable fire and safety codes.

May develop and maintain fire suppression system manuals detailing system types, locations, and reset procedures.

Minimum Qualifications

Campus Safety Specialist

Open Competitive: High school diploma or high school equivalency diploma AND either one year of experience as an emergency responder in a career fire department, two years of experience as an emergency responder in a volunteer fire department, or an associate's or higher degree in fire protection, fire prevention, fire science, or fire safety.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 11/2023

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