

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ☒ No ☐

UMB Department Office of Emergency Management & Office of the Fire Marshall
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)

Address 214 & 222 N Pine St Baltimore MD 21201

Telephone 443-240-6119

Fax No. _____

Work Study Supervisor's Full Name Laura Cathcart

Work Study Supervisor's Title Training and Exercise Program Manager

E-mail Address Lcathcart@umaryland.edu

Alternate Supervisor's Full Name Andrew Roberts

Alternate Supervisor's Title Director, Office of the Fire Marshal

E-mail Address aroberts@umaryland.edu

Job Title Life Safety Technician

Job Function: ☒ Technical ☒ Administrative ☐ Research Lab ☐ Research Clinical ☐ Tutor ☒ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Life Safety Technician

Background:

This position serves as a Life Safety Technician, supporting both the UMB Office of Emergency Management (OEM) and the Office of the Fire Marshal (OFM).

OEM enhances partnerships and coordinates activities necessary to mitigate and prevent against, prepare for, respond to, and recover from natural, human-caused, and technological emergencies and disasters. This position will primarily focus on OEM's emergency preparedness and response activities such as trainings and exercises.

OFM is responsible for developing and managing all University fire and life safety programs. Some of the responsibilities of the department include: construction plan review and inspections, code consulting, education and training, fire drills, building inspections, fire investigation, and life safety system inspections.

Job Description:

- Support emergency preparedness training, exercises, and responses
- Develop and prepare training and exercise materials
- Assist with providing training
- Collect and track lessons learned following emergencies
- Perform fire extinguisher inspections
- Perform inspections on Bleeding Control Kits
- Assist with building inspections
- Update and maintain evacuation plans
- Assist with office tasks such as updating electronic records, completing reports, updating forms, etc.
- Develop flyers and handouts advertising the departments and special events/projects in coordination with the Police and Emergency Management Public Information Officer (PIO)
- Develop social media content for the UMBPD and OEM Facebook, Twitter, and Instagram pages in coordination with the PIO

No related prior experience necessary. All necessary training and instruction will be provided. The work for OEM will be divided between office work and classroom work, with occasional work outdoors. The majority of the time spent assisting OFM will be walking around campus, with occasional time spent at a desk/computer.