UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must be completed) http://www.umd.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__  X

UMB Department  Office of Emergency Management
(Full Name of Department)

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

Address  220 North Pine Street

Telephone  240-583-0030  Fax No.

Work Study Supervisor’s Full Name  Laura Cathcart

Work Study Supervisor’s Title  Training and Exercise Program Manager

E-mail Address lcathcart@umd.edu

Alternate Supervisor’s Full Name  Andrew Roberts

Alternate Supervisor’s Title  Fire Marshal

E-mail Address  aroberts@umd.edu

Job Title  Life Safety Technician

Job Function:  X Technical  __ Administrative  __ Research Lab  __ Research Clinical  __ Tutor  __ Program Admin.

Duties  See attached job description.

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 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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-786-7547  E-Mail: fws@umd.edu  URL: www.umd.edu/workstudy
Job Title: Life Safety Technician

Job Family: Emergency Management  Sub Family:

Job Summary:
This position serves as a Life Safety Technician under the direction of the Office of Emergency Management and the Environmental Health and Safety Department. A Life Safety Technician is responsible for supporting ongoing maintenance and training as it relates to the campus community's emergency preparedness and response systems. Duties may include, but are not limited to, ensuring all Automated External Defibrillators, Bleeding Control Kits, and fire extinguishers are stocked and secured, providing training to various community members regarding the use of life safety systems, as well as acting as community ambassadors for the Office of Emergency Management and the UMB Fire Marshal. Other duties may include supporting emergency preparedness exercises, training, or responses to emergencies on campus. This position may support classes or operations off-campus contingent upon the availability of the employee.

Minimum Qualifications

Required Education: None

Preferred Education: None

Required Experience: None

Preferred Experience:
- Experience providing adult education in the disciplines of healthcare or workplace safety.

Required Licensure/Certification:
- A Life Safety Technician may be required achieve certification as a CPR Instructor, Stop the Bleed Instructor, or other life safety instructor certification.
Preferred licensure or certification:

- CPR Instructor, First Aid Instructor, Emergency Medical Technician, Firefighter.

**Knowledge, Skills, and Abilities**

Technology (Knowledge) – Basic understanding of general office equipment and personal computers to include word processing, spreadsheet, and related software.

Customer Service (Knowledge) Basic understanding of principles and processes for providing customer service. This includes establishing and meeting quality standards for services, and evaluation of customer satisfaction. Commitment to guiding principles of Administration and Finance leadership to include: Accountability, Civility, Collaboration, Diversity, Excellence, Knowledge, Leadership, Communication, and Work-Life Balance.

Interpersonal Relationships (Skills) – Maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.

Time Management (Skills) - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

**Physical Requirements**

- The person in this position needs to frequently move about inside and outside the office to access various buildings, floors, and outdoor locations to inspect life safety equipment and doors.
- The person may be required to ascend/descend a ladder to conduct inspections and/or traverse uneven floors or ground.
- The person in this position frequently communicates with campus community members who have inquiries about life safety equipment or to
provide formal training. Must be able to exchange accurate information in these situations.

- Must be able to read and write inspection reports, tickets, tags and other supporting written documentation.
- Frequently moves life safety equipment or training materials weighing up to 50 pounds for inspection, use, or instruction.
- Frequently works in outdoor weather conditions.
- The person must be able to observe life-safety hazards in and around campus and bring them to the attention of campus safety and security leadership.