

UWOSA JOB EVALUATION RECORDING FORM
TECHNICAL EVALUATION PLAN
 (APPEAL)

Dept: Fire Prevention
Dept. Num.:
Incumbent: Robert Fournier
Cittee Mem.Present: UWOSA: M. Broadfoot, M. Parker, D.Shepherd
 ADMIN: C. Bumbacco, P. Grant, C. Zrini

Job Title: Fire Alarm Tech
Eval. Date: May-05

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile - = +
I	Job Knowledge	High school plus 2 years training at work. One course through continuing education	Educ	4	120	
			Exper.	5		
II	Initiative	Following set codes, Physical Plant guidelines. Must follow set procedures		4	90	
III	Complexity/Judgement	Handles emergencies. Must follow strict codes		4	60	
IV	Impact on Results	Safety of others. Must locate and deal with deficiencies		4	128	
V	Supervision of Others	No direct reports. Provides guidance	Scope	1	15	
			Char.	A		
VI	Effort/Demands	Various environments. Attention to details - codes. Some mental stress		3	28	
VII	Contacts	Securing co-operation		3	30	

CLASSIFICATION ASSIGNED

Total Pts: 471

Group: _____ Technical Specialist _____

Level: _____ 6 _____

Co-Chair Signatures: UWOSA: M. Broadfoot

ADMIN: P. Grant

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER _____ PRESENT INCUMBENT SURNAME Fournier INITIALS R. J. POSITION IDENTIFICATION DEPT. NO 440110 P.S. JOB CODE ST6S

BASIC POSITION INFORMATION

DEPT. NAME Physical Plant & Capital Planning
SECTION NAME Fire Prevention
LOCATION Services Building Room 118
WORK WEEK HRS. 40

FOR SALARY ADMINISTRATION USE	
CLASS'N	<u>Technical Specialist 3 (Level 6)</u>
CLASS'D Date	<u>April/08</u> EFFECT Date <u>N.C.</u>
ANALYST	<u>J.C.D.</u>

SUPERVISOR SURNAME Clemens INITIAL S. PHONE 88267

- 1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

GENERAL DESCRIPTION

To promote and create a safe workplace, living space and recreational space and alleviate fire hazards through technical fire prevention and inspections including application of the Ontario Fire Code (OFC), the Ontario Building Code (OBC), University policies, applicable Underwriters Laboratories of Canada (U.L.C.) guidelines, and applicable National Fire Protection Association (NFPA) standards.

NO.	MAJOR DUTIES	75%
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The majority of Fire Prevention Activities include (but are not limited to):

1. Test, inspect, and ensure maintenance of building fire alarm systems and components (as required) according to University policies, procedures, OFC, and U.L.C. guidelines.
2. Test, inspect and maintain fire safety equipment including fire protection water supplies.
3. Test, inspect and maintain fixed fire-extinguishing systems.
4. Record all maintenance, testing, and repairs to fire safety equipment and fire alarm systems.
5. Recommend and initiate corrective actions to ensure a fire safe environment for employees, students and visitors to the University.
6. Respond to, investigate and follow-up on fire safety complaints.
7. Ensure fire safety and emergency plans including maps and diagrams are maintained with correct, up-to-date information.

NO.	OTHER DUTIES	25%
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Other Fire Prevention Activities include (but are not limited to):

1. Advise building occupants on maintaining a fire safe environment.
2. Audit fire safety equipment employed to ensure sufficient fire protection is established and maintained throughout University property.
3. Ensure fire egress routes and fire separations are maintained according to OFC.
4. Maintain record-keeping systems related to fire prevention activities.
5. Maintain accurate notes on daily fire prevention activities performed.
6. Assist in the planning, organizing, and evaluation of building fire drills.
7. Respond to, assist London Fire Services, assist Building Emergency Teams, investigate and follow-up on building fire alarm activations.
8. Assist in training staff and students in the operation of fire safety equipment that is afforded to them.
9. Provide technical advice and guidance to staff, students, peers, fire prevention personnel, supervisor, and others on fire safety issues.

9. Assist in the development and coordination of short and long term plans to ensure fire safety and compliance with local authorities and applicable legislation.
10. Review documents, specifications and drawings to provide feedback regarding fire safety and legislated requirements.
11. Attend meetings with stakeholders and those involved to assist in maintaining a fire safe environment.
12. Serve as resource person during an emergency as required by the Emergency Response Team (ERT), the Hazardous Material (Haz-Mat) Response Team, or supervisor.
13. Assist in initiating and communicating protective or initial actions consistent with potential hazards in an emergency.
14. Take necessary measures to eliminate any threat to life safety by fire or other hazards encountered.
15. Properly use personal protective equipment (PPE) when and where needed.
16. Prepare reports, correspondence, invoices, purchase orders, work orders and compliance orders as appropriate in the carrying out of fire safety activities or as directed by supervisor.
17. Participate in departmental, section meetings, seminars, conferences, and training as related to responsibilities.
18. Schedule work according to accepted University procedures and protocol.
19. Inspect buildings and/or other areas for fire safety.
20. Maintain Fire Prevention vehicle, office, and equipment and report all deficiencies.
21. Inspect construction areas for fire hazards.
22. Follow-up on, fire inspection orders issued by the City of London Fire Services.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

Classification/Rank (eg. Clerk I)	Name of Cont./ Sessional Staff Member(s)	For Term Staff -employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

***Not applicable

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

***Not applicable

4. IF YOU COMPOSE (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Corres- pondence: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition <input checked="" type="checkbox"/> Partial composition with general direction (verbal or written) <input checked="" type="checkbox"/> Prescribed format	- email, advice, investigative findings - external request or reply on behalf of the University and Fire Prevention - compliance orders
Reports: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition <input checked="" type="checkbox"/> Partial composition ... <input checked="" type="checkbox"/> Prescribed format	- fire alarm testing results - fire equipment audits - fire alarm deficiencies
Other: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition <input checked="" type="checkbox"/> Partial composition ... <input checked="" type="checkbox"/> Prescribed format	- service interruptions - fire drill results - work orders

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

1. Canadian Fire Alarm Association (CFAA) Certification or Ontario Electrical Certification fire alarm endorsement.
2. Possess a valid Class G Ontario Drivers license
3. Possess or able to obtain Standard First Aid and CPR certification
4. Experience working with:
 - a. the Ontario Fire Code (OFC)
 - b. the Ontario Building Code (OBC)
 - c. the Underwriters Laboratories of Canada (ULC) Standards
 - d. the National Fire Protection Association (NFPA) Standards
5. Possess strong computer skills to accurately maintain a variety of records to achieve correspondence with staff and students
6. Knowledge of:
 - a. Safe work practices and procedures
 - b. Fire hazards and related fire prevention and abatement methods
 - c. Principles of fire prevention and safety education and training
 - d. Fire prevention inspection methods and techniques
 - e. Public relations as they relate to obtaining cooperation and compliances to policies, regulations and legislation
7. Ability to:
 - a. Train staff and students in fire prevention and fire protection and prevention
 - b. Read, interpret, apply and explain rules, regulations policies and procedures
 - c. Conduct fire safety inspections
 - d. Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner
 - e. Convey new ideas, information and communicate clearly and effectively both orally and in writing
 - f. Read and review blueprints and building floor plans
 - g. Work well in a team environment
 - h. Establish and maintain effective, courteous and tactful working relationships with department personnel, the public and city officials.
 - i. Effectively give and receive verbal and written instructions to staff, students and the public.
 - j. Fulfil deadline requirements
 - k. Prepare and coordinate daily, monthly and annual work schedules.
 - l. Handle a variety of tasks and responsibilities simultaneously both efficiently and effectively.
 - m. Work independently with little or no supervision.
8. Working conditions:
 - a. Primarily performed outside of the office environment in the field, testing and inspecting
 - b. There are occasions when work will be performed outdoors in all types of weather
 - c. On occasion operates in an atmosphere of high sensitivity / tension due to an emergency incident or ife safety issue.
 - d. Travel on foot when required and be able to work in noisy environments such as mechanical rooms and during testing of fire alarm system audible devices.
 - e. Sit for periods when required at a computer terminal workstation.
 - f. On call as a technical advisor and emergency response support (as specified by supervisor)
 - g. Normal work activities can be disrupted at any time by an emergency incident.

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

General supervision is as required on a daily and weekly basis. The incumbent primarily determines daily work schedule and they must be able to work independently. Majority of direction given by supervisor is general in nature.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

1. Ensuring deficiencies found during inspections and testing are corrected.
2. Ability to answer or obtain answer to fire safety question
3. Direct persons during an emergency incident
4. Request appropriate material and service from suppliers, vendors and service providers
5. Accurately maintain records of work activity performed
6. Coordinate work and be able to handle a variety of tasks and responsibilities simultaneously both effectively and efficiently
7. Correspond effectively and in a timely manner with staff, students and external personnel on work related issues

- 8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?
1. Budget expenditures exceeding \$200.00
 2. Decisions on creating, changing, interpreting or applying policies, procedures, regulations or codes.
 3. Correcting deficiencies found during inspections and testing that create a substantial financial impact or negative response by the person(s) responsible.
 4. Questions or information requests received from external sources

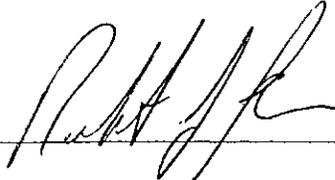
- 9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)
1. Work schedule – daily and weekly
 2. Fire alarm testing – daily, monthly and annually
 3. Fire drills – twice annually
 4. Fire safety inspections – daily and weekly
 5. Computer data input – weekly
 6. Outside service providers for specialized inspection, testing and maintenance – as required
 7. Fire safety/protection equipment audits, inspections, testing and maintenance – as required

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

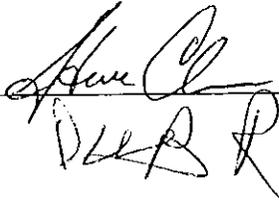
CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Campus Community Police	Inside Dept.	Daily	Exchange of needed information by both parties in the completion of daily work activities.
University Staff	Inside Dept.	Daily	
OH&S Staff	Inside Dept.	Daily	
Fire Prevention Staff	Inside Dept.	Daily	
London Fire Services Staff	External Dept.	Weekly	
Service Personnel	External Dept.	Monthly	

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

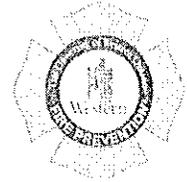
Present Classification UWOSA TECHNICAL 6 Signature  Date April 8/05

Supervisor:

Signature  Date April 8/05



THE UNIVERSITY OF WESTERN ONTARIO
PHYSICAL PLANT & CAPITAL PLANNING SERVICES DIVISION
FIRE PREVENTION OFFICE
1151 Richmond Street
Room 118, Services Building
London, Ontario, N6A 5B9



April 26, 2005

TO: Donna Chute-Dolan, HR Consultant (Salary Administration)

FROM: Steve Clemens, Chief of Fire Prevention

RE: Job Description change for Robert Fournier

The job description for Robert Fournier has been changed to better reflect the duties and responsibilities of the position and to blend and distribute the previous duties and responsibilities of Jeff Rowell and Robert Fournier. The job description for Jeff Rowell's previous position has also been changed and is a mirror copy of Robert Fournier's. With two individuals tasked with the same duties and responsibilities (i.e. fire alarm testing) it is anticipated that more of the overall expectations can be shifted between the positions and to myself the Chief of Fire Prevention.

There were no expectations of a change in the classification of either position as both positions were classified as Technical 6 before the changes were made.

A handwritten signature in cursive script, appearing to read "Steve Clemens".

Steve Clemens,
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