



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——消防安全管理专员

所属部门：后勤与资产管理部

汇报机制：助理主任

岗位职责：

1. 做好消防安全管理工作，制定消防安全制度和保障消防安全的操作规程，做好学校消防设施和消防器材的管理；确保疏散通道和安全出口畅通；
2. 组织实施防火检查和火灾隐患整改工作；每月组织开展校园消防安全隐患排查工作；协助学校人防、技防、物防等各方面的防范措施，发现问题及时整改；
3. 组织开展消防知识、技能的宣传教育和培训，组织灭火和应急疏散预案的实施和演练；协助学校周边环境、特种设备和危化品管理；
4. 做好学校消防等安全管理的档案与台账工作，认真记好《每日防火巡查情况汇总表》、《消防安全工作月汇总表》等资料，确保消防安全管理工作有据可查，程序规范到位；
5. 组织管理学校义务消防队；接受应急管理部门消防机构监督检查，完成政府下达的各项消防工作任务；
6. 负责监管学校大型设备；
7. 完成交办的其他工作。

聘任条件：

必备条件：

1. 本科学历及以上；
2. 3年及以上消防安全管理相关工作经验；
3. 坚持原则，廉洁奉公，有较强的组织、协调能力。

优先条件：

1. 公安专业或有公安系统内工作经验者优先；
2. 海外留学经历。



Job Description - Fire Prevention Management Specialist

Department: Logistic and Assets Management

Report to: Assistant Director

Responsibilities:

1. Formulate fire safety regulations and procedures, implement fire prevention, manage fire-fighting facilities and equipment, carry out fire inspections and fix the safety hazard;
2. Organize and implement fire prevention inspections to eliminate fire hazard; carry out campus fire prevention inspections monthly; take precautionary measures to discover and reduce fire problems in ways of personnel defense, technical defense and physical defense;
3. Organize security awareness training to develop fire prevention knowledge and skills; organize fire drills; establish evacuation measures; assist to manage the surrounding environment, special equipment, and hazardous chemicals;
4. Responsible for managing fire prevention archives and records, keeping a record of <Daily Fire Prevention Surveillance Summary Sheet>, <Fire Safety Work Monthly Summary Sheet>, ensuring the work of fire safety management to be well documented, and procedures to be put in place;
5. Organize and manage the campus fire volunteer fire brigade; receive supervisions and inspections from the fire prevention organization of emergency management department, perform other fire prevention related tasks issued by the government;
6. Responsible for supervising and managing large equipment on campus;
7. Undertake other assigned tasks.

Qualification:

Required:

1. Bachelor's degree or above;
2. At least three years of fire prevention management related working experience;
3. Adhere to principles, be honest and public-spirited, and have good organizational and coordination skills.

Preferred:

1. Majored in Public Security or used to work in public security system;
2. Overseas education background.