



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——消防安全管理岗

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. 完成学校和领导交办的其他工作。

必备条件：

1. 学士或以上或相关专业中级及以上职称；
2. 至少 3 年消防相关工作经验或 1 年学校消防管理工作经验；
3. 坚持原则，廉洁奉公，有较强的组织、协调能力。

优先条件：

1. 有公安专业或公安系统内工作的、相关工作背景者、海外留学等优先考虑。



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Job Description - Fire Safety Management Specialist

Department: Logistic and Assets Management

Report to: Assistant Director

Responsibilities:

1. Responsible for fire safety management. 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 safety 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 safety 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 safety 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. Perform other duties as required.

Required Qualification:

1. Bachelor's degree or intermediate or higher professional title.
2. At least three years of fire safety management related working experience or one year of school fire safety management working experience.
3. Adhere to principles, honest and public-spirited, good organizational and coordination skills.

Preferred Qualification:

1. Majored in Public Security or working in public security system, relevant working experience, overseas education background enjoy priority.