

Fire Safety Manager Job Description

Duties and Responsibilities:

- Ensure that all fire and safety equipment in an establishment are in good shape always
- Make sure that there are well-developed plans for easy evacuation of people in a building in the case of a fire outbreak
- Conduct fire safety checks from time to time
- Enforce safety codes and regulations/guidelines within a particular organization
- Carry out training and enlightenment of co-workers or employees as regards general fire safety rules and procedures
- Address any form of violation of safety codes within the organization
- Investigate and implement appropriate disciplinary action on violators of safety codes within the establishment.

Fire Safety Manager Requirements – Skills, Knowledge, and Abilities

- Excellent communication skills on all fronts (speaking, writing, and listening)
- Must possess good interpersonal skills
- Must be someone that is alert, observant and pays keen attention to details at all times
- Must show a high level of carefulness in carrying out tasks
- Ability to work as part of a team if need be
- Must have top-notch organizational abilities
- Must possess in-depth knowledge of relevant fire safety codes and regulations
- Should have undergone fire safety training
- Must have relevant fire investigation certification
- A degree in environmental safety or any other related discipline
- A minimum of 2 years relevant work experience as a fire safety manager

- Pre-employment tests: Employers may require that you take a job assessment test to prove your suitability for this position before being called to an interview.