

Program Coordinator – Fire and Safety – CT

TsiCorp is accepting submissions for a Fire and Safety Program Coordinator IIA for our client the CTARNG in Hartford CT. The assignment is from August 15, 2016 – 11/01/2016.

The Contractor shall perform the services required under this contract between the hours of 7:30 AM – 4:30 PM, Monday through Friday. This assignment includes benefits and paid holidays.

This is an exempt position, overtime does not apply and any hours worked in excess of 40 hours in a week must be approved by the Contracting Officer. No travel is anticipated for this assignment a modification will be issued should this change.

Responsibilities include, but not limited to:

- Interact with alarm monitoring agencies, as well as with fire, alarm, and life safety service contractors in the performance of service requirements
- Attend various construction and progress meetings to clarify technical portions of the fire and life safety programs and plans
- Receive fire and life safety system malfunction notifications and coordinate repair of systems with the Fire & Life Safety Code Technician and civilian contractors
- Review final plans/specifications for fire and life safety systems for compliance with applicable State and Federal regulations prior to submittal to National Guard Bureau Construction and Facilities Management Officer (CFMO) for approval and requisitions authority
- Monitor compliance by performing quality assurance audits on all records and flag for committee review and provide observations for possible follow up action when trend analysis results deviate from normal values and present this information to CFMO
- Ensure controls, approaches, and/or personal protective equipment relative to the prevention of harmful exposures in the work place or deployed are being met
- Identify, organize, update and maintain a broad range of methods, techniques, and principles of occupational health and Fire Safety for the follow programs within 90 days of contract award and each quarter thereafter
 - Fire Evacuation Plan – Submit fire evacuation plans and wall placards for all facilities
 - Fire Extinguisher Program – Inspect all facilities per FM Regulation 420-3 and submits completed DA Form 7483-R Wet Pipe Sprinkler and Fire Detection System Checklist to CTNG-JFHQ-CFMO-FMO
 - Fire Protection Risk Management – Ensure DA Form 5381-R Building Fire Risk Management Surveys are submitted and updated
 - Fire Suppression Program – Ensure all chemical, foam and special hazards fire suppression systems are inspected and maintained
 - Fire Drill Program – Ensure all systems are tested annually and are 98% operational
 - Repair Plans – Submit a plan of action for approval by the CFMO, to correct, fix, or repair any system deficiencies within 30 days of notification
- All other duties outlined in the Performance Work Statement (PWS)

Requirements

- Must be able to clear a background investigation to obtain CAC card
- Desired Bachelor's degree or five years demonstrated practical experience in fire protection, construction management, engineering technology, or other closely related field required by the task order
- Posses a minimum educational requirement, a National Institute for Certification in Engineering Technologies (NICET), certification in Fire Alarm Inspection, or certification in Fire Sprinkler System Inspection
- Must possess the ability to read and follow mechanical and electrical drawings and blueprints

AA/EOE

Veterans are encouraged to apply

\$32.56 per hour plus benefits