Walla Walla University

Seventh-day Adventist Higher Education

Core Themes

We are a community of faith and discovery committed to

Excellence in thought
Generosity in service
Beauty in expression
Faith in God

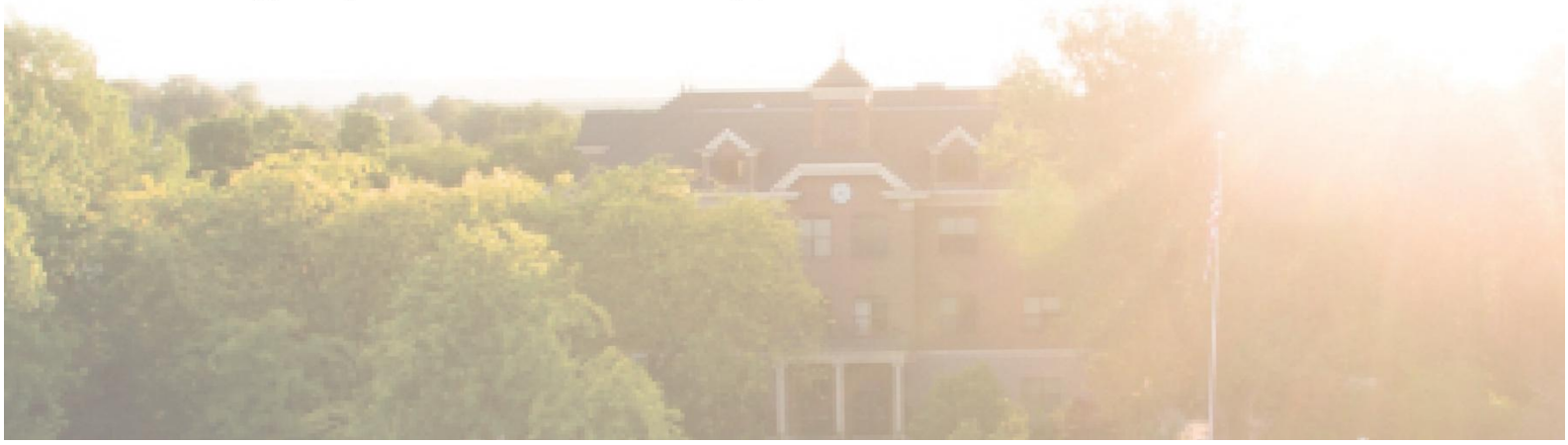
Philosophy

Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the University seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the University seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God's creation, and the promise of re-creation through Jesus Christ.

About WWU

Founded in 1892, Walla Walla University is a private, fully accredited university. Approximately 1,900 students of diverse backgrounds attend WWU, which offers more than 100 areas of study. The largest undergraduate programs are nursing, engineering, business, biology and education. Graduate degrees are offered in biology; cinema, religion, and worldivew; education; and social work.

Nestled against the Blue Mountains in Southeast Washington state, Walla Walla University is headquartered on a 83-acre campus in College Place. This residential campus enjoys close proximity to Walla Walla, which has been recognized as "America's Friendliest Small Town" by *USA Today* and Rand McNally. The City of Walla Walla maintains 20 public parks and a vibrant dining and cultural arts scene, including the oldest continuously operating symphony west of the Mississippi. Walla Walla University also operates four satellite campuses, including a School of Nursing campus in Portland, Oregon, a marine biology station near Anacortes, Washington, and School of Social Work and Sociology campuses in Missoula and Billings, Montana.



Fire Watch

Department: Transportation, Risk & Safety		**FLSA Class**: (assigned by HR)
Reports To: Director, Pos. #14820001		**Status:** Temporary, Full-time
Location: College Place		**Grade:** N3
Created: Sept 2026	**Updated:**	**Position #:** 14820004
Compensation: $17.63 per Hour		
Benefits: This position is not eligible for benefits.		

POSITION SUMMARY

The Fire Watch is responsible for maintaining continuous fire watch coverage of the building and exterior areas until the fire sprinkler and alarm systems are fully operational. Fire Watch is the employee's sole duty while assigned to this position. No other work or duties may be performed during the fire watch assignment.

ESSENTIAL RESPONSIBILITIES

1. Fire Watch Patrol
    - Maintain continuous and uninterrupted fire watch of the entire assigned area.
    - Monitor and patrol:
        i. Upstairs
        ii. Downstairs
        iii. Exterior areas
    - Conduct regular walking patrols throughout all designated areas and remain alert for signs of:
        i. Fire or smoke
        ii. Heat or unusual conditions
        iii. Hot work hazards
        iv. Fire protection system issues
        v. Conditions that could contribute to a fire
    - No other duties are permitted while assigned to Fire Watch.
    - Personal cell phone use, texting, social media, or other distractions are not permitted while performing Fire Watch duties. A cell phone shall be carried solely for emergency communication and calling 911.
    - Wear a high-visibility reflective vest clearly labeled "FIRE WATCH" at all times.
    - Wear required protective headgear/helmet while on duty.
    - Carry a bullhorn and be prepared to immediately notify building occupants to evacuate when necessary.
    - Maintain the ability to properly operate a fire extinguisher and use one when appropriate and safe to do so.
    - Carry a functioning cell phone at all times for emergency communication and to call 911.

- Immediately report any fire, smoke, unsafe condition, or other emergency and initiate evacuation procedures as required.
- Maintain written Fire Watch logs throughout the entire assignment.

2. Fire Watch Documentation
    - Written logs shall be maintained continuously and shall include, at a minimum:
        i. Fire Watch employee's name.
        ii. Date and shift/time of coverage.
        iii. Areas covered.
        iv. Time of each patrol/walk-through.
        v. Identification of the specific area or quadrant inspected.
    - For documentation purposes, the building should be divided into clearly identified areas, including:
        i. Upstairs: NW, NE, SW, SE
        ii. Downstairs: NW, NE, SW, SE
        iii. Exterior: NW, NE, SW, SE
    - Each patrol should document the time and specific quadrant/area inspected. Any fire, smoke, hazardous condition, obstruction, or other concern identified during a patrol must be documented and immediately reported.
3. Hot Work
    - Any area where hot work is performed shall receive special attention during Fire Watch patrols.
    - Fire Watch shall maintain special emphasis and monitoring of the hot-work area for a minimum of 60 minutes after hot work has been completed.
    - Any sings of smoke, fire, heat sparks, smoldering materials, or other hazardous conditions shall be addressed immediately.
4. Performs other duties as assigned formally or informally, orally or in writing.

ADDITIONAL RESPONSIBILITIES

"Non-essential" If a duty takes up less than 5% of the employees' time and is not viewed as a critical function it is likely considered "non-essential" within the context of the ADA. These duties could be reassigned to another employee in order to allow a disabled individual to hold the position.

- N/A

SUPERVISION RECEIVED & GIVEN

Supervision Received:

- General Supervision – Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor.

Supervision Given: N/A

QUALIFICATIONS

- **Education:** High School Diploma
- **Licenses/Certifications:** N/A.

- **Experience/Skills**
  - **Years of experience:** 0-1 years.

  The following are common competencies that need to be demonstrated by all employees:

  - **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, demonstrating strong attention to detail, honoring University policies and all regulatory requirements, and maintaining confidentiality.
  - **Customer Focus:** Striving for high customer satisfaction, going out of their way to be helpful and pleasant, making it as easy as possible for the customer rather than our department or the University.
  - **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, and keeping others informed.
  - **Collegiality:** Being helpful, respectful, approachable, and team-oriented, building strong working relationships and a positive work environment, and the ability to relate to and work with diverse groups of people.
  - **Initiative:** Taking ownership of work responsibilities, doing what is needed without being asked, and following through.
  - **Efficiency:** Planning, managing time well, being on time and dependable, being cost-conscious, and thinking of better ways to do things.
  - **Coachability:** Being receptive to feedback, willing to learn, and embracing continuous improvement.

ADDITIONAL JOB-SPECIFIC QUALIFICATIONS

Reading, speaking, writing and making phone calls in English.

WORK CONDITIONS/ENVIRONMENT

Add or edit the work conditions or environment below:

Job Conditions:

- Frequent: Walking, standing, and speaking, reading, and understanding English.

Lifting/Moving:

- Occasional: pushing, pulling, lifting, and carrying 20-30 pounds.

Physical:

- Frequent: standing and walking.
- Occasional: stooping, kneeling, crouching and/or crawling, walking and/or running, standing, and climbing or balancing.

Environment:

- Frequent: indoor/outdoor.
- Occasional: outdoor wet/dry conditions, cold/heat, noise/vibrations, and fumes/dust/odors.

Equipment: Reflective vest, helmet/protective headgear, cell phone for emergency calls, bullhorn, access to fire extinguisher.

APPLY NOW

Applications are being accepted now, with the position filled as soon as a qualified candidate is identified.

- For external applicants, **apply here.**
- For internal applicants (active employees, not including student employees), **apply here.**

Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided to upload your cover letter and resume.

Thank you for considering employment at Walla Walla University!