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# Example of Testing Coordinator Job Description

Our company is hiring for a testing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for testing coordinator

* Collaborate with the Special Education Manager on the implementation of the AIMS and AIMS-A (Alternate) tests
* Assist Site Protection Testing & Inspection Supervisor and Scheduler/Planner to identify new life safety systems, programs, and their inspection requirements
* Provide technical drawings, documents listing all systems, components, collect new life safety system coordination documents, record of completion, as-builds, acceptance documents, Ensures documentation activities are performed safely and comply with University and OSHA safety standards and practices
* Coordinate the fire extinguisher inspection program by field inspections, technical review of as-built plans to identifying all fire extinguisher assets, including location, type, size, provide inspection routes
* Update all inspection documentation, including SharePoint and Tigerspace for all new buildings, and buildings that have been renovated
* Coordinate the life safety inspection and testing program by, field inspection of all new and renovated campus buildings to collect life safety system information for entry in various University inspection programs, including database management
* Ensures documentation activities are performed safely and comply with University and OSHA safety standards and practices
* Perform testing, inspections, maintenance and repairs of life safety systems
* Work independently with a computerized maintenance system (Maximo) and field inspection programs to receive and generate work orders and from verbal instructions to resolve system problems dealing with the Simplex TSW
* Determines test site on basis of need of data and instrumentation capabilities with Engineering System Engineer

## Qualifications for testing coordinator

* Possess a high school diploma (or GED) and technical education related to the inspection, troubleshooting, and repairs of Life Safety Systems
* Possess excellent and broad-based working knowledge of fire codes such as NFPA 10, 25, 72, and 80
* Must possess significant and proven operator experience with Simplex Grinnell TSW software
* Thorough knowledge of methods associated with inspection, testing, maintenance, repair, and operation of all systems noted above
* Ability to communicate effectively, both verbally and in writing, to a diverse audience, and possess a knowledge of appropriate escalation protocols and political acumen
* Proficient in the use of business application software