

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

Fire Official

Department: Construction Services & Code Compliance	Job Code: TBD
FLSA: Exempt	Salary Schedule: 84N
Reports To: Director of Construction Services	Work Days: 245
Board Approved Date: June 18, 2013	Work Hours: 8 hrs./day

JOB GOAL: Responsible for overseeing the life safety program and conducting fire inspections for the District to help ensure that School Board facilities are in compliance with applicable codes and regulations. This includes coordinating efforts to eliminate fire, safety and health hazards; performing inspections; scheduling training activities related to fire safety; reporting; and overseeing all facets of life safety, sanitation and casualty inspections for all School Board facilities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for enforcing State Requirements for Education Facilities (SREF), Florida Fire Prevention Codes, NFPA and other applicable state safety regulations.
2. Oversee, coordinate, and perform fire, casualty and sanitation inspections for all new and existing facilities, working with county and municipal agencies as appropriate.
3. Coordinate and conduct plan reviews for new construction, remodeling, renovation and maintenance projects to ensure compliance with Florida Fire Prevention Codes, NFPA and SREF.
4. Recommend strategic corrections for violations cited on the comprehensive safety inspection report to ensure compliance with SREF, Life Safety Codes, Florida Fire Prevention Code and NFPA Code.
5. Provide technical advice and information to administrators, architects, engineer's staff and the public regarding compliance SREF, Life Safety Codes, Florida Fire Prevention Code and other NFPA Standards.
6. Conduct public education fire safety training for district employees and school based personnel.
7. Review all inspection reports, recommend prompt corrective actions, and conduct follow up inspections to ensure that all deficiencies have been corrected.
8. Perform fire investigation activities, including examining district facilities, collecting data and preparing reports on causes of fire incidents.
9. Establish and monitor preventative measures and procedures to ensure safety, including monitoring fire exit drills and evaluating evacuation procedures; coordinating the installation and maintenance of all fire protection systems; conducting acceptance testing of fire protection systems; and arranging for the replacement of defective fire protection equipment and the repair of fire alarm and fire sprinkler systems.
10. Protect students and staff from hazardous activities and the use of unsafe equipment.
11. Continuously monitor Fire and Health and Safety legislation, and coordinate with local Fire Marshals in the interpretation and enforcement of all applicable laws, codes, and regulations.
12. Attend professional development seminars to remain current in Life Safety requirements.
13. Initiate maintenance work orders for repair of noncompliant items to ensure compliance with health and safety codes and regulations.
14. Coordinate and oversee professional services contracts for services, including inspection, maintenance, and repair of fire prevention equipment and systems.
15. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of applicable safety/sanitation rules and standards
- Ability to understand, locate sources of information, and disseminate technical information related to life, health and fire safety
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to exercise considerable judgment, diplomacy and initiative when handling public issues of a delicate nature

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- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE:

- High School diploma or equivalent
- Five years of experience in plans review, fire inspections, and/or safety reviews
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Certification as a Fire Inspector
- Must comply with and maintain certification as a Fire Inspector as required by Florida Statute 633.81 (Inspection of Buildings and Equipment; Orders; Fire Safety Inspection Training Requirements; Certification; Disciplinary Action) and Florida Statute 1013.12 (Casualty, Safety, Sanitation, and Fire Safety Standards and Inspection of Property)
- Valid Florida driver license

PREFERRED QUALIFICATIONS:

- Experience performing casualty and sanitation inspections
- Experience and/or certification as a fire plans examiner
- Operating knowledge of computer applications as related to departmental job functions

SUPERVISORY RESPONSIBILITY: Direct supervision of safety inspectors. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and assisting with hiring, discipline and evaluating performance.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

“X”

	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
X	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

O	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
O	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

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O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
S	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____ pounds of force
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to ____ pounds of force.
S	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to ____ pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
S	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
X	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
X	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

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Respirator	The worker is required to wear a respirator.
None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.