

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Fire/Safety Inspector

#### QUALIFICATIONS

- Bachelor's degree in engineering, construction or related field and three years experience in construction, fire safety, mishap prevention and/or risk evaluation preferred. High school diploma and five years of related experience acceptable.
- Certification as a Municipal Fire Inspector or Special Fire Safety Inspector from the Florida State Fire Marshals office.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida Division of Safety regulations (or OSHA).
- Knowledge of NFPA building and life safety codes, ADA regulations and Florida Department of Health requirements.
- Strong observational skills and ability to communicate effectively, both orally and in writing.
- Knowledge of computer applications as related to departmental job functions.
- Ability to direct the work activities of others.

#### SUPERVISION

**REPORTS TO** Director of Facilities Services  
**SUPERVISES** Assigned personnel

#### POSITION GOAL

***To develop and implement various safety plans and inspections for the district to help ensure that the district educational and support facilities are maintained in compliance with applicable codes and regulations.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Perform Comprehensive Safety Inspections including fire, sanitation, and casualty on all District educational and support facilities in accordance with State Requirements for Educational Facilities.
2. \*Develop and implement plans to correct any discrepancies identified during the comprehensive safety inspections.
3. \*Coordinate inspections performed by other governmental agencies such as the local Fire Marshals, Florida Division of Safety, Florida Department of Education, and SCPS inspectors.
4. \*Coordinate the activities of all other inspectors.
5. \*Develop inspection schedules for all school district sites.
6. \*Prepare the annual fire safety report for the Florida State Fire Marshal.
7. \*Develop written safety plans and programs as required by the Florida Division of Safety, OSHA, and/or the School Board of Seminole County.
8. \*Provide safety-related information and consultation to district management.

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9. \*Maintain appropriate records and files pertaining to inspections, corrections, training, and other safety-related issues.
10. Perform other duties as assigned by the Director of Facilities Services.

\*Denotes essential job function/ADA

### PHYSICAL REQUIREMENTS

#### 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.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

#### Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

#### Bending

Lowering the body forward from the waist

#### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

#### Crouching

Bending the body downward and forward by bending leg and spine.

#### Twisting

Moving body from the waist using a turning motion.

#### Reaching

Extending hand(s) and arm(s) in any direction.

#### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

#### Grasping

Applying pressure to an object with the fingers and palm.

#### 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.

#### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-G-12 \$52,937 - \$83,341**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 14  
EEO-5 Line 44  
Function 7400  
Job Code 1411  
Survey Code 74023

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**June 20, 2006**  
**June 27, 2000**

ADA Information Provided by Facilities Services  
Position Description Prepared by Denis Quagliani