

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FIRE/SAFETY INSPECTOR

QUALIFICATIONS

- Associate's or Bachelor's Degree preferred.
- High School Diploma or equivalence or Florida Special Diploma.
- Certification as a Fire Safety Inspector I from the Florida State Fire Marshals office.
- Minimum of two years experience as a fire, casualty, safety, and sanitation inspector.
- Valid Florida Driver's License.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current laws and regulations related to educational and environmental health and safety issues.
- Knowledge of computer applications as related to departmental job functions.
- Strong observational skills and the ability to communicate effectively, both orally and in writing.
- Ability to interpret and exercise independent judgment regarding code compliance relative to physical observations.

SUPERVISION

REPORTS TO Coordinator, Fire/Safety Inspector
SUPERVISES No supervisory duties

POSITION GOAL

To implement fire, sanitation, casualty, and safety 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. *Conduct comprehensive inspections for fire, sanitation, casualty, and safety on all District educational and support facilities for compliance with state and federal codes, including new construction and existing facilities, per FAC 69A-58, SREF 5, FBC 423 and FLFPC. Follow up on these inspections.
2. *Assist in developing and implementing plans to correct any discrepancies identified during the inspections.
3. *Maintain working relationships with city and county fire inspectors and school administrators.
4. *Maintain inspection and training records.
5. *Bi-annually perform the Bus Loading Zone survey inspection.
6. *Review plans for new, renovated, and remodeled facilities. Note fire code violations.
7. *Maintain required monthly fire drill forms.
8. *Create work orders for deficiencies for fire alarm, fire sprinkler, and fire hydrant reports.
9. *Develop plans in accordance with the laws and regulations of Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), the Department of Health, Architects/Engineers, contractors, and local fire authorities.
10. *Provide consultation services to District management of all levels.
11. Perform other duties as assigned by the Coordinator, Fire/Safety Inspector and Director of Facilities Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, Pickup Truck

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.

Finger Dexterity

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

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.

WORKING CONDITIONS

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$42,283 - \$72,239
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 18
EEO-5 Line 44
Function Vary
Job Code 1461
Survey Code 79022

FLSA

Applicable
 Not applicable

Previously Board Approved

BOARD APPROVED

December 20, 2016
June 21, 2005
July 28, 2009

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