PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8735
Pay Grade: E01

FLSA: Exempt
PTS

FIRE, HEALTH AND SAFETY COORDINATOR

MINIMUM QUALIFICATIONS

Graduation from a high school or possession of a GED. Five (5) years of experience in a school setting or equivalent business setting conducting fire inspections. Must possess current certification by the state of Florida as a Fire, Casualty and Sanitation Inspector. Demonstrated working knowledge of State Requirements for Educational Facilities (SREF), Florida Building Code, Life Safety Code and Fire Prevention Code. Must have a valid state of Florida Class E noncommercial driver's license.

MAJOR FUNCTION

The Fire, Health and Safety Coordinator performs professional technical fire, health and safety inspection work. Plans projects within the District's Fire, Health and Safety (FHS) program to ensure compliance with the State Requirements for Educational Facilities (SREF), Florida Building Code, Life Safety Code and Fire Prevention Code. Work involves public contact, frequently of a delicate nature and requires the exercise of considerable judgment, diplomacy and initiative. Relies on experience and judgment to plan and accomplish goals.

ESSENTIAL RESPONSIBILITIES

- Conducts annual fire inspections of existing buildings.
- Conducts fire safety inspections of all school board owned facilities.
- Manages and submits all necessary reports to district, local agencies and state as required.
- Coordinates fire inspections activities with Fire Marshals from local agencies.
- Participates in plan reviews for new construction, remodeling, renovation and maintenance projects for approval and conformance to Florida Building Codes and Life Safety Code.
- Consults with local Fire Marshals in the interpretation and enforcement of state and federal laws, codes and regulations as they pertain to fire safety.
- Researches and recommends corrective action to items cited on the SREF inspection report.
- Recommends scope of work for violations cited on comprehensive safety inspection report items, to ensure compliance to SREF.
- Coordinates with maintenance department and facilities departments the annual FHS budget and expenditures.
- Tracks status of FHS projects from inception to completion.
- Communicates clearly and concisely both orally and in writing.
- Performs related work as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED; 6/12 LM; BOARD APPROVED: 7/24/12; REVISED PG 11/14 CH; BOARD APPROVED: 12/09/14; REVISED TITLE, RT, MF, MQ, ER 12/20/23 PT; BOARD APPROVED: 02/27/24

FIRE, HEALTH AND SAFETY COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job			X		