

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>FIRE OFFICIAL/PLANS EXAMINER</b>
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**Required Qualifications:**

- High School Diploma or GED
- Must possess and maintain valid Florida Fire Safety Inspector II certificate Must possess a valid Florida driver's license.
- Minimum of five (5) years of successful experience in reviewing plans for fire code compliance and fire safety inspections for both new construction and existing occupancies.

**Desired Qualifications:**

- Knowledge of Occupational Safety and Health Administration (OSHA) Regulations CFR 29 1910 for General Industry
- Ability to train employees in emergency and safety procedures
- Review criminal backgrounds for compliance with applicable statutes working with local law enforcement agencies, FDLE, FBI and the Department of Homeland Security
- Maintain current knowledge of federal, state and local rules, regulations, policies, procedures and statutes governing security and privacy of record information
- Experience in Florida Department of Health sanitation requirements, American's with Disability Act (ADA) compliance and maintenance inspections of educational facilities
- Pro Board certified as a Plans Examiner and Fire Safety Inspector
- Must possess the knowledge to layout, organize, track and complete fire safety, safety and safety related capital projects
- Excellent written and verbal communication skills demonstrating tact and diplomacy
- Knowledge of computers, word processors, spreadsheets and databases
- In-depth understanding of state and local government disaster recovery protocols
- Demonstrated skills in emergency management and emergency response

**Performance Responsibilities:**

- Serves as the School District Authority Having Jurisdiction with oversight over all Fire Safety issues and compliance per the Florida Fire Prevention Code as it applies to fire prevention in educational facilities.
- Responsible for enforcing State Requirements for Educational Facilities (SREF) and other applicable state regulations
- Provides Plan Reviews and technical advice and information to administrators, architects, engineers, staff and the public regarding compliance to SREF, Life Safety Codes, Florida Fire Prevention Codes and other NFPA standards

- Prepares and manages capital and general fund budgets for assigned areas of responsibility
- Be responsible for fire safety, life safety and playground safety within the district
- Act as the school district liaison to fire departments, department of health and emergency management
- Coordinates the corrections of all fire safety, safety, sanitation, maintenance, ADA compliance and OSHA compliance issues working with School Board personnel, local, state and federal agencies to assure compliance in these areas
- Coordinate compliance requirements for Above Ground Storage Tanks, Tier 2 reporting, 5-year AHERA (Asbestos Hazard Emergency Response Act), Radon testing and Southwest Florida Water Management District DRA inspections.
- Manages the District's CPR/AED and First Aid training for staff and oversees the maintenance and inspection of all Automatic External Defibrillators throughout the District.
- Conduct workers compensation, accident, fire, playground injuries and other appropriate investigations as required to assure the safety of district facilities
- Work with schools and the Professional Development Department to arrange training classes in fire safety
- Manage the district's hazardous material program to assure proper handling, disposal and documentation as required by state law
- Oversees the district's emergency generators, in coordination with Maintenance Department personnel, to ensure routine proper maintenance and operational integrity as required by national fire codes, Department of Health and Department of Environmental Protection
- Plans and coordinates all district fire safety installation and repair projects Review annually and work with Maintenance and each site to assure site-based fire safety plans meet all of the requirements of Florida Statute
- Write and maintain the School District's Fire Safety and Emergency Management Plans for shelter operations
- Respond to all fire emergencies district wide as required
- Conduct annual fire safety and playground safety assessments of School Board facilities
- Work with all sites to train personnel in the proper use of fire safety systems and the proper procedures during fire emergencies
- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, seven days a week
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Construction and/or designee

### **Physical Demands:**

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 regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Facilities and Construction and/or designee for day-to-day operations and the Superintendent of Schools during emergency situations, as required

**Evaluation:**

Annual evaluation done by the Director of Facilities and Construction and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

79021

Board Approved: 03/21/00

Revised: 01/02, 03/16/04, 09/02/08, 01/20/09, 03/03/09, 08/10/10, 05/17/11, 06/10/14, 7/6/2015, 11/7/17, 4/23/19