



Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Executive Director of Support Services

#### GENERAL RESPONSIBILITIES

1. Directs inspections that are required to ensure District facilities meet current fire, health, safety and air quality standards and codes.
2. Develops, maintains, and executes School Board policies related to indoor air quality, fire, health, safety and security of District facilities.
3. Establishes procedures for emergency evacuation with respect to the use of district facilities as hurricane shelter and serves on the Transportation Department's safety committee as well as the Collier County Safety and Disaster Preparedness Committees.
4. Directs all personnel in the Office of Security/Environment to ensure that all construction projects proceed in accordance with applicable building codes.

#### SPECIFIC RESPONSIBILITIES

1. Reviews construction plans and specifications to ensure air quality, health, safety and security needs are addressed.
2. Oversees the activities of the District Safety and Security Manager and staff. Takes action to ensure compliance with applicable codes and policies.
3. Reviews safety and security policies and procedures formulated by the District Safety and Security Manager. Makes recommendations to the Executive Director of Support Services.
4. Directs the District Fire Safety Program. Coordinates with local fire districts to ensure continued cooperation and resolution of issues.
5. Reviews annual reports submitted by local and District health, safety and fire inspectors. Takes action to ensure all noted deficiencies are corrected. Presents reports to the School Board.
6. Manages District security alarm and trailer pad installations. Ensures the installation of approved alarms and pads. Initiates and maintains contracts with deputies. Coordinates as necessary with supported schools.
7. Develops, maintains, and executes District policies and procedures established for maintaining proper quality of indoor air throughout District facilities.

8. Represents the school district in matters pertaining to terrorism defense.
9. Directs and manages the District identification program.
10. Directs and manages the District code enforcement inspection program. Coordinates with governmental inspection to ensure timeliness of inspections, resolution of code deficiencies, and issuance of Certificates of Occupancy.
11. Develops inter-local agreements as necessary to facilitate the permitting and inspection processes.
12. Works closely with the Executive Director of Facilities Planning and Construction and Director of Maintenance and Operations to ensure all construction and maintenance projects are designed and constructed in accordance with the latest building codes.
13. Serves as a member of the District Workers' Compensation Claims Committee.
14. Performs other duties as assigned.