

(REVISED 8-21-97)
12-14-06
7-29-08
11-19-09

JOB DESCRIPTION

TITLE FIRE, HEALTH AND SAFETY INSPECTOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required. Knowledge of OSHA and State Requirements for Educational Facilities regulations, Florida Fire Prevention Codes, and the Uniform Fire Safety Standards to facilitate building inspections, compliance and to provide recommendations for corrective action. Basic computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, percentages and to interpret graphs.
Certificate/License	Fire Marshall, SREF Certification and other licensed programs regarding health and safety standards in the workplace.
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in

the workplace throughout his/her employment by the District.

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 Director of Security and Environmental Management

GENERAL RESPONSIBILITIES

1. Inspects all school locations to ensure the district is providing adequate safety and health resources to all employees. Ensures district compliance with fire code regulations and makes recommendations for corrective action.

SPECIFIC RESPONSIBILITIES

1. Inspects all School Board-owned and/or operated buildings and grounds for compliance with State Requirements for Educational Facilities (SREF) and submits all reports as required in Florida Statute 633 and 1013. Maintains all state required licenses.
2. Serves as a member of the District Traffic Safety Committee, investigates accidents and makes recommendations for appropriate corrective action.
3. Conducts fire plan reviews for new and existing construction and serves as the authority having jurisdiction for fire code compliance.
4. Performs appropriate inspections of buildings and grounds as directed for immediate concerns occurring on a day-to-day-basis.
5. Coordinates with school and other public officials regarding inspection of school sites and buildings to ensure compliance with state and city codes and ordinances.
6. Monitors portable extinguishers hold fire suppressions systems and recommends service for meeting compliance standards.
7. Keeps appropriate persons informed regarding deficiencies and concerns related to safety standards.
8. Creates a positive relationship with agencies dealing with fire safety, health and sanitation.
9. Keeps supervisor informed of potential problems or unusual events.
10. Prepares all required reports and maintains all appropriate records.
11. Assists with the investigation and follow-up on employee, student or other accidents as requested.

12. Inspects construction methods, reports deficiencies and provides information on technical matters involved in the construction project with regard to code violations.
13. Reviews fire and life safety plans prior to construction to insure compliance with established codes; makes recommendations as requested and submits reports as required by Florida Fire Prevention Codes.
14. Conducts safety and fire safety inspections with representatives of the Facilities Planning and Construction Department prior to accepting all new and/or renovated construction.
15. Inspects all fire alarm equipment within the District to insure that equipment is operable.
16. Coordinates the training of school based teams regarding indoor air quality issues and concerns (Tools for Schools).
17. Works with Health Department Inspectors to ensure that Collier County Public Schools are in compliance with Health Department regulations.
18. Performs other duties as assigned.