



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request

☐ Yes

☒ No

Time

MEETING DATE

Aug 18 2015 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

ITEM No.:

CC-1.

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

Open Agenda

☒ Yes

☐ No

TITLE:

Proposed New Job Description for the Chief Fire Official Position

REQUESTED ACTION:

Approve the proposed revised job description for the Chief Fire Official. Approval is requested to advertise the position after the first reading. This is the first reading.

SUMMARY EXPLANATION AND BACKGROUND:

In order to reassign the District's Chief Fire Official designation, a redrafted revision to the Manager, Emergency Management & Chief Fire Official job description was made resulting in the creation of a new Chief Fire Official job description. The job descriptions were publicized for rule adoption in compliance with Florida Statutes on Saturday, July 25, 2015. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <http://webappe.browardschools.com/eAgenda/>. See attached Executive Summary.

SCHOOL BOARD GOALS:

☒ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☒ Goal 3: Effective Communication

FINANCIAL IMPACT:

There is no additional financial impact to the District.

EXHIBITS: (List)

(1) Exhibit 1 Executive Summary Chief Fire Official 081815 (2) Exhibit 2 Chief Fire Official Job Description 081815 (3) Exhibit 3 Chief Fire Official Point Factor Listing

BOARD ACTION: See Amendment Attached

APPROVED AS AMENDED

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Derek Messier

Phone: 754-321-2617

Name: Robert W. Runcie

Phone: 754-321-2600

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Robert W. Runcie - Superintendent

Signature

RR

Monday, August 10, 2015 12:36:53 PM

Electronic Signature

Form #4189 Revised 12/12

RWR/DM/MDA:dp

Approved In Open
Board Meeting On:

By:

AUG 18 2015

Donna Fournier

School Board Chair

CC-1 Amendment August 18, 2015 Regular Meeting

Motion to Amend (Carried)

Motion was made by Mrs. Good, seconded by Mrs. Rupert and carried, to amend the Proposed New Job Description for the Chief Fire Official Position by adding language on page 2, under Reports To: Chief Facilities Officer. "The Chief Fire Official may report any concerns directly to the Superintendent at his or her discretion."

Second Motion to Amend (Carried)

Motion was made by Mrs. Good, seconded by Mrs. Rupert and carried, to amend the Proposed New Job Description for the Chief Fire Official Position by adding a number under Essential Performance Responsibilities to state: The Chief Fire Official will meet quarterly with the Superintendent to discuss relevant issues or concerns.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT


ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Telephone: (754) 321-2600

Facsimile: (754) 321-2701

August 13, 2015

TO: School Board Members

FROM: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **Revision to CC-1, Proposed New Job Description for the Chief Fire
Official Position, for the August 18, 2015 Regular School Board Meeting**

Attached is a revision for CC-1, Proposed New Job Description for the Chief Fire Official Position, for the August 18, 2015 Regular School Board Meeting.

Scriviner's errors on the Executive Summary, as well as on the Proposed New Job Description for the Chief Fire Official Position, were corrected. Revised versions of both are attached.

RWR/EC/MDA:dp
Attachment

c: Senior Leadership Team

School Board Agenda Item CC-1
August 18, 2015

Executive Summary

Proposed New Job Description for the Chief Fire Official Position

Background: This item is being recommended for School Board approval to meet requirements for proposed and revised job descriptions.

Position Titles: Chief Fire Official

Division/Departments: ~~Chief of Staff~~ Chief Facilities Officer

Band: D **Range:** \$113,341 - \$185,706 **Point Range:** 1045-1214

Salary Schedule: 2014-2015 ESMAB Salary Schedule

Recommended Policy Status: Organizational Chart Job Description - **First** Reading

Rationale: The job description is being revised in order to assign the District's Chief Fire Official designation, a redrafted revision to the Manager, Emergency Management & Chief Fire Official job description was made resulting in the creation of a Chief Fire Official position.

The Chief Fire Official position is filled and will not require staffing changes.

Cost: There is no additional financial impact to the District.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Chief Fire Official
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree in Fire Science or related field from an accredited institution is preferred.

EXPERIENCE: A minimum of six (6) years of progressively responsible management experience and training, within the last ten (10) years, in the field related to the title of the position is preferred.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree in Fire Science, Industrial Hygiene, Safety Engineering or related field from an accredited institution is required.

EXPERIENCE: A minimum of eight (8) years of demonstrated experience and training, within the last thirteen (13) years, in the field related to the title of the position is required.

ADDITIONAL QUALIFICATIONS

PREFERRED: A degree major in Safety Engineering or related field is preferred. Experience with the National Incident Management System (NIMS) is preferred. Certified Safety Professional (CSP) certification is preferred. Bilingual skills are preferred.

REQUIRED: The position requires current Florida State Certification as a Municipal Fire Safety Inspector. Successful completion of the State Requirements for Educational Facilities (SREF)

class for existing educational facilities and Division of State Fire Marshal's Rule Chapter 69A-58 is required. Prior experience is required in safety and/or the coordination of fire safety inspections and/or fire protection activities. The position requires knowledge of the state and federal regulations regarding fire safety, prevention and inspection; the ability to work with and acquire working knowledge of local governmental procedures and, regulations pertaining to fire safety for students and staff in the schools and other facilities. OSHA 10-hour General Industry Training Course Certification is required. Computer skills are required for the position.

REPORTS TO: Chief Facilities Officer

SUPERVISION: All employees assigned including: Plans Examiner/Inspectors, Fire.

POSITION GOAL: To establish, promote and maintain safe conditions for all students and employees by recommending and establishing measures to reduce or eliminate employee and student accidents, fire incidents and hazards in compliance with all local, state and federal requirements for fire prevention.

Additionally, to administer and enforce provisions of the Florida Building Code and the Florida Fire Prevention Code required for plan review processing, permitting, supervision and inspection of all District building and maintenance projects and to effectively carry out the duties associated with the Chief Fire Official designation.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Fire Official shall carry out the essential performance responsibilities listed below.

1. Conducts oneself in a professional manner benefitting students in accordance with the highest traditions of public education and in support of the District's Mission Statement.
2. Responds to customers in a timely, accurate and courteous manner.
3. Serves as the Chief Fire Official, coordinates fire and safety code compliance activities and meets all responsibilities and enforcement matters pertaining to life, health and fire safety.
4. Ensures that all School District facilities, either owned or leased, receive an Annual Comprehensive Facilities Inspection (ACFI) by June 30th each year to detect existing or potential fire, accident and or health hazards. Recommends corrective or preventive measures, where indicated, in accordance with State Department of Education Regulations, Chapter 6A-176.
5. Coordinates plan review relative to adherence to the fire code.

6. Supervises Plans Examiner/Inspectors (Fire) who review, plan and conduct field inspections to ensure the work quality and level of productivity are appropriate.
7. Develops and performs tests and evaluations of fire prevention plans in accordance with local, state, and federal regulations.
8. Formulates and recommends general fire prevention policies and measures to be followed by students and employees.
9. Consults with all departments and programs on the design and use of equipment, fire prevention, and on safety programs.
10. Conducts studies and analyses of accidents and health hazards for the purpose of eliminating these conditions.
11. Works with other District staff as appropriate to investigate all fire incidents, accident claims, accidental injuries and/or health hazards involving students, employees and/or equipment to determine cause.
12. Ensures the safety of Broward County School District students and employees by developing, recommending, and implementing general safety policies and measures to be followed by students and employees.
13. Ensures completion of the computerized annual inspection report to comply with annual code changes. Reviews all alternate materials and methods for equivalent use in educational facilities.
14. Renders interpretation and intent of fire codes, rules and statutes applicable to existing District educational facilities.
15. Responds and coordinates District activities during fire emergencies in cooperation with other District staff, as appropriate, and responding to Broward County Fire Departments.
16. Maintains a report of the incident and severity rate for fire related accidents and hazards by preparing and disseminating a monthly, quarterly and annual report.
17. Ensures the investigation of all fire incidents, accident claims, accidental injuries and/or fire hazards involving students, employees and/or equipment to determine the cause.
18. Participates in the preparation of materials and evidence for school district use in hearings, lawsuits and insurance investigations.
19. Serves as the District's liaison with municipalities, county departments, and other entities in order to facilitate fire safety plan development, response effort coordination, and mutual aid agreements, as applicable.
20. Develops, supervises and coordinates training programs which will increase staff proficiency in fire prevention and promote fire safety consciousness.
21. Prepares and arranges safety exhibits and materials for display, promotional work, industry conferences and exhibitions.
22. Represents the District at various meetings and/or committees.
23. Performs and promotes all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
24. Ensures continued self-development by reviewing current industry trends, developments, literature and technical sources of information related to the job responsibility.
25. Actively participates in the Broward County Fire Chiefs Association.
26. Ensures adherence to safety rules and procedures.
27. Follows federal and state laws, as well as School Board policies.
28. Performs other duties as assigned by the Chief Facilities Officer or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with department team, school and District staff to develop, implement and maintain a comprehensive fire prevention program to prepare for and direct the actions of the District in the event of an emergency. Serve as the District's liaison with municipalities, county departments, and other entities in order to facilitate response plans, response effort coordination, and mutual aid agreements as applicable.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Point Factor Listing
Chief Fire Official
Point Range: 1045- 1214

Position Factors

1. **Knowledge:** Combined required **minimum education/experience** for competent performance

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. **Human Relations Skills:** All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy / tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 - Immediate workgroup	2 - Outside of immediate workgroup
3 - Assistant/ Associate/Deputy Superintendents	4 - Superintendent, School Board; critical external parties

3. **Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. **Follows broad policies; known objectives**
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Chief Fire Official

Point Range: 1045- 1214

Position Factors

4. **Decision Making Freedom:** Freedom to take action
- A. Follows instructions; refer decisions to a higher authority
 - B. Occasional independent action; interpret practices/procedures
 - C. Independence within specialty area; report progress
 - D. Frequent independent action; may impact other areas**
 - E. Regular independent action; follows broad policies
5. **Position Impact:** Degree of job impact on the District
- A. Minor to total organization; moderate to work unit
 - B. Advisory to work unit; used by others to take action
 - C. Substantial support, advice, and counsel to work unit
 - D. Substantial direct impact on unit's results
 - E. Authoritative to unit/substantial to District**

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C4	D	D	E

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Chief Fire Official (cont.)**SBBC: NEW**

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EVALUATION:

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Board Approved: