



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Manager I, Safety <u>Emergency Management</u>
CONTRACT YEAR:	Twelve Months
SALARY BAND:	B
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor's degree in fire science, emergency management or related field from an accredited institution is preferred.

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

MINIMUM QUALIFICATIONS

EDUCATION: An earned associate's degree in fire science, emergency management 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

REQUIRED: ~~Florida State Certification as Municipal Fire Safety Inspector is required. OSHA 10-hour General Industry Training Course Certification is required. 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.~~

~~Demonstrated experience in:~~

- ~~▪ State and federal regulations for fire safety, prevention and inspection.~~
- ~~▪ National and state procedures and regulations pertaining to fire safety for students and staff in the schools and other facilities.~~
- ~~▪ State and federal health and sanitation regulations.~~
- ~~▪ Local and state governmental regulations and procedures for identifying and addressing conditions hazardous to students who must walk to school.~~
- ~~▪ National Incident Management System (NIMS). Consumer Products Safety Commission guidelines for public playgrounds.~~
- ~~▪ Occupational Safety and Health Administration (OSHA) General Standards.~~

Computer skills as required for the position.

PREFERRED:

Candidate ~~e~~Experienced ~~includes in~~ fire safety inspection and analysis, fire prevention, casualty, health, sanitation, and safety inspection analysis, and emergency preparedness and management in the public school environment is preferred. CSP (Certified Safety Professional) candidates are preferred. Bilingual skills are preferred.

OR

MINIMUM QUALIFICATIONS

EDUCATION:

An earned associate's degree in fire science, emergency management 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

REQUIRED:

~~Florida State Certification as Municipal Fire Safety Inspector is required. OSHA 10-hour General Industry Training Course Certification is required. 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.~~

Demonstrated experience in:

- ~~State and federal regulations for fire safety, prevention and inspection.~~
- ~~National and state procedures and regulations pertaining to fire safety for students and staff in the schools and other facilities.~~
- ~~State and federal health and sanitation regulations.~~
- ~~Local and state governmental regulations and procedures for identifying and addressing conditions hazardous to students who must walk to school.~~
- ~~National Incident Management System (NIMS). Consumer Products Safety Commission guidelines for public playgrounds.~~
- ~~Occupational Safety and Health Administration (OSHA) General Standards.~~

Computer skills as required for the position.

PREFERRED:

Candidate eExperienced includes in fire safety inspection and analysis, fire prevention, casualty, health, sanitation, and safety inspection analysis, and emergency preparedness and management in the public school environment is preferred. CSP (Certified Safety Professional) candidates are preferred. Bilingual skills are preferred.

REPORTS TO:

Director, Risk Management-Safety & Chief Fire Official

SUPERVISES:

The position supervises aAll employees as assigned.

POSITION GOAL:

To establish, promote, and maintain safe and healthy conditions for students and employees. To recommend and establish measures to reduce or eliminate employee and student accidents, fire incidents, and health hazards in compliance with all local, state, and federal requirements for fire prevention develop, implement and maintain a comprehensive, all hazards emergency management program to prepare for and direct the actions of the District in the event of an emergency. To coordinate the District's disaster recovery efforts with FEMA and excess insurance.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Manager I, Safety Emergency Management shall: carry out the performance responsibilities listed below.

1. ~~make studies and analysis of accidents and health hazards for the purpose of eliminating these conditions.~~
1. Develop and implement the District's Emergency Preparedness Program in response to all emergency events and disasters.

2. Develop and perform tests and evaluations of emergency management plans in accordance with local, state, and federal regulations.
3. Formulate and recommend general safety emergency management policies and measures to be followed by students and employees.
4. Consult with all departments and programs on design and use of equipment, shops, fire preventions, and safety programs.
5. Inspect or tour School District facilities designated as hurricane shelters to determine their operational and functional capabilities in emergency situations and detect existing or potential accident and health hazards; and recommend corrective or preventative measures where indicated in accordance with State Requirements for Educational Facilities (SREF).
- ~~6. Identify hazardous locations enroute to and from school or school bus stop.~~
6. Periodically inspect all vehicles and equipment operated by School Board employees during emergency mobilization to evaluate their condition and recommend the correction of any unsafe conditions identified.
- ~~7. Prepare the annual Health/Safety/Sanitation reports for transmission to the State Department of Education (DOE), the State Fire Marshal, Director of Maintenance and to the Director of Facilities and Construction Management, for inclusion in the Project Priority List for Capital Outlay Funding.~~
- ~~8. Maintain a record regarding the incident and severity rate for accidents and health hazards and provide a report monthly, quarterly, and annually.~~
7. Investigate all accidents, fire incidents, accident claims, accidental injuries and/or health hazards involving students, employees and/or equipment to determine cause; cooperate in the preparation of material and evidence for school district use in hearings, lawsuits, and insurance investigations.
- ~~8. Assist the director or designee~~ Coordinate emergency management activities before, during, and after any declared emergency event that affects the School District and with any recovery efforts necessary following such event.
9. Serve as the District's liaison with municipalities, county departments, and other entities in order to facilitate emergency response plan development, response effort coordination, and mutual aid agreements as applicable.
10. Collaborate with District staff and third parties to prepare and analyze damage assessments following any emergency event and assist to coordinate all recovery efforts necessary following such event.
- ~~11. Develop, supervise and coordinate training programs or media which will increase staff proficiency in responding to emergency events and disasters. safe practices and promote safety consciousness and fire prevention.~~
12. Prepare and arrange safety emergency management exhibits and materials for display, promotional work, industry conferences and exhibitions.
13. Represent the school district in community safety groups, county organizations and programs as they relate to the District's Emergency Preparedness Plan and the coordination of emergency management activities.
- ~~14. Assist in the establishment and administration of special safety drives or campaigns.~~
14. Represent the Safety Risk Management Department at various meetings and/or committees.
15. Perform and promote all activities in compliance with equal the employment and non-discrimination policies of The School Board of Broward County, Florida.

16. ~~P~~participate successfully in the training programs offered to increase the individual skills and proficiency related to the assignments.
17. ~~R~~eview current developments, literature and technical sources of information related to job responsibility.
18. ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
19. ~~F~~ollow Federal and State laws, as well as School Board policies.
20. ~~P~~perform other duties as assigned by Director, Risk Management ~~Safety & Chief Fire Official~~ 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 emergency management program to prepare for and direct the actions of the District in the event of an emergency. ~~establish, promote, and maintain safe and healthy conditions for students and employees.~~ Serve as a the District's liaison with municipalities, county departments, and other entities in order to facilitate emergency response plan development, response effort coordination, and mutual aid agreements as applicable. ~~representative for the School District in community safety groups, county organizations and programs. Participate in District meetings and committees to help improve safety practices and procedures.~~

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

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

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 9/15/88

Adopted: 10/6/88

Realignment Title Change: 3/19/96

Job Description

Number Change: 5/20/97

Dept. Realigned & Job Description

Number change: 4/13/99

Board Adopted: 11/09/04

Revised: 5/18/06

Revision Board Approved: 1/18/12

Board Adopted: 2/22/12