



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

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

**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.

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 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.

**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.

**REPORTS TO:**

Director, Risk Management-Safety & Chief Fire Official

**SUPERVISION:**

The position supervises aAll employees assigned to the Safety Department, which may include inspectors, specialists and clerical assistants.

**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.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES**

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

1. ~~C~~onduct ~~make~~ studies and analysis of accidents and health hazards for the purpose of eliminating these conditions.
2. ~~F~~ormulate and recommend general safety policies and measures to be followed by students and employees.
3. ~~C~~eonsult with all departments and programs on design and use of equipment, shops, fire preventions, and safety programs.
4. ~~I~~nspect or tour School District facilities to 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), Chapter 5.
5. ~~I~~dentify hazardous locations enroute to and from school or school bus stop.
6. ~~P~~eriodically inspect all vehicles and equipment operated by School Board employees to evaluate their condition and recommend the correction of any unsafe conditions identified.
7. ~~P~~repare 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. ~~M~~aintain a record regarding the incident and severity rate for accidents and health hazards and provide a report monthly, quarterly, and annually.
9. ~~I~~nvestigate 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.
10. ~~A~~asist the director or designee before, during, and after any declared emergency event that affects the School District and with any recovery efforts necessary following such event.
11. ~~D~~evise, supervise and coordinate training programs or media which will increase proficiency in safe practices and promote safety consciousness and fire prevention.
12. ~~P~~repare and arrange safety exhibits and materials for display, promotional work, industry conferences and exhibitions.
13. ~~R~~epresent the school district in community safety groups, county organizations and programs.
14. ~~A~~asist in the establishment and administration of special safety drives or campaigns.
15. ~~R~~epresent the Safety Department at various meetings and/or committees.
16. ~~P~~erform and promote all activities in compliance with equal the employment and non-discrimination policies of The School Board of Broward County, Florida.
17. ~~P~~articipate successfully in ~~the~~ training programs offered to increase the individual skills and proficiency related to the assignments.
18. ~~R~~eview current developments, literature and technical sources of information related to job responsibility.
19. ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
20. ~~F~~ollow Federal and State laws, as well as School Board policies.
21. ~~P~~erform 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 establish, promote, and maintain safe and healthy conditions for students and employees. Serve as a 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