



REVISED

# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2020-07-21 10:05 - Regular School Board Meeting
AGENDA ITEM	ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

ITEM No.:  
**CC-4.**

**TITLE:**  
Proposed Revised Job Description for the Chief Fire Official Position

**REQUESTED ACTION:**  
Approve the Proposed Revised Job Description for the Chief Fire Official position. Approval is requested to advertise for the position after the First Reading. This is the First Reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  
The job description for the Chief Fire Official is being revised to better align the qualifications of the position, based on the expected scope of work. The job description was publicized for rule adoption in compliance with Florida Statutes on June 27, 2020. 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.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  Goal 2: Safe & Supportive Environment  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.

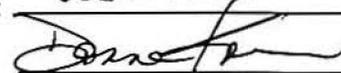
**EXHIBITS: (List)**  
(1) Executive Summary (2) Job Description (3) Memo to Revise

**BOARD ACTION:**  
**APPROVED AS AMENDED**  
**(See Amendment Attached)**  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Debbie-Ann Scott	Phone: 754-321-0144
Name: Brian Katz	Phone: 754-321-2655

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Senior Leader & Title  
Alan Strauss - Chief Human Resources & Equity Officer

Approved In Open Board Meeting On: **JUL 21 2020**  
By:   
School Board Chair

Signature  
*Alan I. Strauss*  
7/15/2020, 5:17:04 PM

**CC-4 Amendment July 21, 2020 Regular Meeting**

Motion to Amend (Carried)

Motion was made by Mrs. Good, seconded by Dr. Osgood and carried, to add language on page 2 of the Job Description for the Chief Fire Official, third bullet under Minimum Qualifications & Experience, at the end of the sentence, to read, "...in the State of Florida prior to being recommended for School Board Appointment."

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT  
ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS

July 15, 2020

TO: School Board Members

FROM: Alan Strauss *AS*  
Chief Human Resources & Equity Officer  
Human Resources

VIA: Robert W. Runcie *RWR*  
Superintendent of Schools

SUBJECT: **Revision to Item # CC-4, Proposed Revised Job Description for the  
Chief Fire Official, for the July 21, 2020 Regular School Board Meeting**

The ARF for Item # CC-4, Proposed Revised Job Description for the Chief Fire Official, for the July 21, 2020 Regular School Board Meeting, has been revised to include the following language:

Approval is requested to advertise for the position after the First Reading.

RWR/AS:im  
Attachments

c: Senior Leadership Team

Exhibit 1  
School Board Agenda Item  
July 21, 2020  
**Executive Summary**

**Title:** Proposed **Revised** Job Description for the Chief Fire Official Position

**Background:** This item is being recommended for School Board **approval** to meet requirements for revised job description.

**Position Title:** Chief Fire Official

**Division/Department:** Safety, Security & Emergency Preparedness

**Salary Band / Pay Grade:** D

**Range:** \$84,651 - \$159,087

**Salary Schedule:** ESMAB

**Recommended Policy Status:** Chart Job Description – **First** Reading

**Rationale:**  
The job description for Chief Fire Official is being revised to better align the qualifications and primary responsibilities of the position based upon on the scope of work. This position is responsible for establishing, promoting and maintaining 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.  
  
The revisions include edits to reporting structure in the organization, and updates to existing performance responsibilities, minimum education and experience requirements, to improve the attraction of qualified job applicants.

**Pay Grade / Pay Band Changes:** An evaluation of the revised job description does not result in a salary band change.

**Cost / Financial Impact:** The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.

**Union Notification:** As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet & Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for ESMAB, Educational Support & Management Association of Broward, Inc., was provided a copy of the job description via e-mail on July 9, 2020. Additional feedback was not received prior to submission of this document for approval.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Chief Fire Official  
**JOB CODE:** S-039  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** D  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief Facilities Officer (the Chief Fire Official may report any concerns directly to the Superintendent at his or discretion) Chief - Safety & Security Officer  
**CONTRACT YEAR:** Twelve Months

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**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:

- Supervise staff as assigned in the performance of job duties.
- 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.
- Responds to customers in a timely, accurate and courteous manner. Consult with all departments and programs on design and use of equipment, shops, fire prevention, and safety programs.
- 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.
- Meets with the Superintendent of Schools on a quarterly basis to address pertinent issues or concerns.
- 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.
- Coordinates plan review relative to adherence to the fire code.
- Supervises Plans Examiner/Inspectors (Fire) who review, plan and conduct field inspections to ensure the work quality and level of productivity are appropriate.
- Develops and performs tests and evaluations of fire prevention plans in accordance with local, state, and federal regulations.
- Formulates and recommends general fire prevention policies and measures to be followed by students and employees.
- Consults with all departments and programs on the design and use of equipment, fire prevention, and on safety programs.
- Conducts studies and analyses of accidents and health hazards for the purpose of eliminating these conditions.
- 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.
- 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.
- 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.
- Renders interpretation and intent of fire codes, rules and statutes applicable to existing District educational facilities.
- Responds and coordinates District activities during fire emergencies in cooperation with other District staff, as appropriate, and responding to Broward County Fire Departments.

- 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.
- 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.
- Participates in the preparation of materials and evidence for school district use in hearings, lawsuits and insurance investigations.
- 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.
- Develops, supervises and coordinates training programs which will increase staff proficiency in fire prevention and promote fire safety consciousness.
- Prepares and arranges safety exhibits and materials for display, promotional work, industry conferences and exhibitions.
- Represents the District at various meetings and/or committees.
- ~~Actively participates~~ Participate in the Broward County Fire Chiefs Association.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- ~~Ensures continued self-development by reviewing~~ Review current industry trends, developments, literature and technical sources of information related to the job responsibility responsibilities.
- Ensure adherence to safety rules and procedures.
- Follows federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the ~~Chief Facilities Officer~~ immediate supervisor, or designee.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in Fire Science, Industrial Hygiene, Safety Engineering or related field from an accredited institution ~~is required.~~
- 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.~~
- ~~The position requires~~ A current Florida State Certification as a Municipal Fire Safety Inspector or have received equivalent training in another state, and pass a state written examination to become certified in the State of Florida.
- 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-, or within one year of appointment, verification of completion of course conducted by the State Department of Education to inspect existing school facilities, in accordance with the Florida Building Code and State Requirements for Educational Facilities (SREF).
- ~~Prior experience is required~~ Experience in safety and/or the coordination of fire safety inspections and/or fire protection activities.
- ~~The position requires knowledge~~ Knowledge of the state and federal regulations regarding fire safety, prevention and inspection;
- ~~the ability~~ 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 as required for the position.

#### PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in Fire Science, Safety Engineering or related field from an accredited institution ~~is preferred.~~
- 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.~~
- ~~A degree major in Safety Engineering or related field is preferred.~~
- Certified Safety Professional (CSP) certification ~~is preferred.~~
- Experience with the National Incident Management System (NIMS) ~~is preferred.~~
- Bilingual skills ~~are preferred.~~

**SUPERVISION:**

All employees assigned to include: Plans Examiner/Inspector, (Fire).

**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 up to 10 pounds of force 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.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 08/18/15

Board Adopted: 09/16/15

Organizational Chart 2015 - 2016