

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FIRE, SAFETY AND SECURITY
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Required Qualifications:

- Bachelor's Degree in law enforcement, public policy, public safety, administration, business, or management*
- Must possess and maintain valid Florida Fire Safety Inspector II certificate
Must possess a valid Florida driver's license
- Minimum of five (5) years of successful experience in the Safety and Security industry
- Knowledge of safety /security and emergency management protocols, FEMA disaster assessment, planning, response and recovery operations.
- Knowledge of federal code and regulations as related safety/security, national fire codes other related agencies such as national fire prevention association, EPA and FEMA

*** In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for post-secondary education.**

Desired Qualifications:

- Knowledge of Occupational Safety and Health Administration (OSHA) Regulations CFR 29 1910 for General Industry
- Ability to train employees in emergency and safety procedures
- Knowledge of the best practices on the proper handling of video evidence
- Review criminal backgrounds for compliance with applicable statutes working with local law enforcement agencies, FDLE, FBI and the Department of Homeland Security
- Maintain current knowledge of federal, state and local rules, regulations, policies, procedures and statutes governing security and privacy of record information
- Experience in the following fields: school security or law enforcement, fire safety, occupational health and safety and emergency management
- Experience in Crime Prevention Through Environment Design and how it applies to educational Facilities
- Experience in Florida Department of Health sanitation requirements, American's with Disability Act (ADA) compliance and maintenance inspections of educational facilities
- Pro Board certified as a Plans Examiner and Fire Safety Inspector
- Must possess the knowledge to layout, organize, track and complete fire safety, safety and safety related capital projects
- Excellent written and verbal communication skills demonstrating tact and diplomacy
- Knowledge of computers, word processors, spreadsheets and databases
- In-depth understanding of state and local government disaster recovery protocols

- Demonstrated skills in physical and community security issues (e.g., lighting, locking systems, access control systems, security systems, emergency management and emergency response)

Performance Responsibilities:

- Serves as the School District Authority Having Jurisdiction with oversight for all Fire Safety issues and compliance per the Florida Fire Prevention Code as it applies to fire prevention in educational facilities.
- Performs duties as the School Safety Officer as described in Florida Statute 1006.12(2)(b) and is responsible for the prevention and detection of crime on school grounds
- Prepares and manages capital and general fund budgets for assigned areas of responsibility
- Be responsible for fire safety, safety, security and loss prevention within the district
- Act as the school district liaison to law enforcement agencies, fire departments, and Emergency Management to assure the safety of students, staff and the general public
- Manages the corrections of all fire safety, safety, security, sanitation, maintenance, ADA compliance and OSHA compliance issues working with School Board personnel, local, state and federal agencies to assure compliance in these areas
- Conduct workers compensation, accident, fire, safety, security and other appropriate investigations as required to assure the safety and security of district facilities
- Work with schools and the Professional Development Department to arrange training classes in fire safety, safety, security, emergency management and loss control
- Manage the district's hazardous material program to assure proper handling, disposal and documentation as required by law
- Plan and manage all district fire safety, safety and security-related projects
- Coordinates meetings of the county-wide Safety and Safe Driver Committees
- Review annually and work with each site to assure site-based fire safety, safety, security and emergency management plans meet all of the requirements of Florida Statute
- Maintain district's emergency alert system, notifying all sites of weather emergencies, as well as managing all other emergency situations county wide
- Write and maintain the School District's Fire Safety, Safety, Security, ADA Facilities Compliance and Emergency Management Plans
- Manage the district's security, Closed Circuit Television (CCTV), key and access control system, visitor software, I.D systems and fingerprint systems for all facilities
- Manage all District emergency response, including after-hours fire safety, safety and security emergencies, and respond to all emergencies district wide as required
- Work with law enforcement agencies, fire departments and emergency management conducting annual assessments and training exercises at School Board facilities
- Conduct annual fire safety, safety and security assessments of School Board facilities
- Work with all sites to train personnel in the proper use of fire safety, safety and security systems and the proper procedures in all emergency situations
- Conduct the annual safe passage audit, assuring the district is working towards full compliance

- Provide oversight for the school district Volunteers in Education program
- Manage the school district contractor/vendor background check program per the Jessica Lunsford's Act.
- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, seven days a week
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Support Operations Division and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee for day-to-day operations and the Superintendent of Schools during emergency situations, as required

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

79021

Board Approved: 03/21/00

Revised: 01/02, 03/16/04, 09/02/08, 01/20/09, 03/03/09, 08/10/10, 05/17/11, 06/10/14, 7/6/2015, 11/7/17