

**Orange County Public Schools
Job Description**

FIRE MARSHAL (DIRECTOR)

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with an emphasis in an area of study relevant to the position or any equivalent combination of related education, training and/or experience which provides the required knowledge, skills and abilities to perform the essential job functions.
2. Five (5) years of progressively responsible experience in fire service, fire prevention and/or fire inspection management equal in scope to the duties and requirements of the position, three (3) of which must include directing, leading and/or reviewing the work of others.
3. Must possess and maintain State of Florida Fire Safety Inspector I certification or a verified and approved equivalency to the State of Florida Fire Safety Inspector I certification. If selected and currently do not possess the State of Florida Fire Safety Inspector I certification, must obtain State of Florida Fire Safety Inspector I Certification within one year of employment.
4. Completion of the State Requirements for Educational Facilities (SREF) course. If selected and have not completed, must complete course within one year of employment.
5. Completion of FEMA Incident Command System 100, 200, 300, 400 and National Incident Management System 700 and 800 courses. If selected and have not completed, must complete all courses within one year of employment.
6. Completion of the Executive Fire Officer Program provided by the United States Fire Administration/National Fire Academy preferred.
7. Completion of the Managing Officer Program provided by the United States Fire Administration/National Fire Academy preferred.
8. Completion of the Fire Code Administrator Program as defined by the Florida State Fire Marshal's Office preferred.
9. Must possess and maintain a State of Florida driver's license and proof of insurability as a condition of employment.
10. Must successfully pass a comprehensive background assessment.

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day. Incumbent may be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Florida Department of Law Enforcement (FDLE) and other criminal justice agency user agreements so as to fulfill the duties of the position. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position may be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The incumbent is designated "critical personnel" during an emergency and is subject to being held over or called back to a district location.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated practice in effectively leading fire safety administration, fire code compliance, fire prevention and fire inspection services within a large, complex public sector environment. Comprehensive knowledge and experience in applying contemporary fire safety administration, fire code compliance, fire prevention and fire inspection principles, practices, technologies and techniques. Ability to work within the fire service, particularly at the management level. Deep knowledge and professional experience in applying the Florida Fire Prevention Code, National Fire Protection Association standards and administrative rules promulgated by the State Fire Marshal's Office. Practiced in conducting investigations of fires of a suspicious nature to include actual arson investigations. Knowledge of Florida Department of Education State Requirements for Educational Facilities (SREF) and the various codes and standards adopted by SREF. Skilled in the review of building plans and schematics to determine compliance with fire codes and other safety requirements. Knowledge of fire alarm, monitoring and suppression systems. Proven ability to think strategically and develop complex business cases and effective project execution plans. Excellent project management skills and proven ability to lead cross-functional project teams. Ability to apply principles and continuous improvement methods within the work environment. Possesses strong analytical, problem identification and resolution capabilities. Ability to effectively communicate verbally and in writing, presenting ideas and providing plans, policies and procedures in a clear and concise manner to internal customers, team members and senior leadership. Capable of consistently demonstrating a high degree of accountability, personal integrity and emotional maturity. Demonstrated ability to effectively, continuously and discreetly work with confidential and potentially sensitive information. Commitment to working with individuals from diverse socio- economic and cultural backgrounds.

REPORTS TO:

Senior Director, Safety and Emergency Management

JOB GOAL:

A director level position within Safety and Emergency Management that is directly responsible for providing strategic leadership and vision to the Office of the Fire Marshal (OFM). This position is accountable for directing all OFM functions, personnel, budgets and resources. Position will lead, influence and inspire a highly regarded team of fire inspection and plan review professionals as they work to achieve the district's goal of maintaining a "Safe Learning and Working Environment."

SUPERVISES:

Fire Code Administrator/Plan Examiner and Fire Inspector (4)

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position to include: automobile, computer, telephone, integrated copier/fax/imager, two-way radios, whiteboard system, Crestron system, etc.

Must be able to use personal protective equipment and other public safety equipment as provided by the district. Position requires incumbent to possess a valid Florida driver's license and proof of insurability at all times. Incumbent must maintain regular access to a cell phone and motor vehicle (personal or agency) for business purposes.

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

At times, may be required to climb ladders and stairs, move and/or climb obstacles, run, lift heavy objects (possibly up to 50 pounds), perform tasks in confined space and work under conditions as required by the specific situation and/or emergency.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

Duties will require the ability to work on construction sites to conduct inspections, and provide guidance to members of the construction project team and others. Construction sites may be in varying forms of development requiring differing levels of physical effort to traverse. Compliance to all construction safety standards is required at all times.

Duties require the ability to respond to incidents after hours, and work extended hours on site, possibly under difficult and trying circumstances. Must maintain 24-hour availability via a wireless device capable of voice and data communications. The incumbent will be considered "critical personnel" subject to being called back to the office or a district location at all times.

Duties may expose individual to personal risks as they observe and report details relating to potential and actual hazards, incidents and/or emergencies. Position requires incumbents to work in all weather conditions, under extreme temperatures, around chemicals, chemical fumes, bio-hazards and electrical and mechanical hazards.

Position may be required to periodically work evening and weekend hours to manage department operations during extracurricular activities, incident activations, special events, town hall meetings and other functions as required by district-wide activity.

May be assigned to the district Emergency Operations Center during activations requiring extended work hours. Incumbent is also subject to being embedded as an agency representative in an external agency Emergency Operations Center. Assignments are at the discretion of department leadership.

PERFORMANCE RESPONSIBILITIES:

- * Manifest a professional code of ethics and values.
- * Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Serve as the *Authority Having Jurisdiction (AHJ)* responsible for directing districtwide fire safety administration, fire code compliance, fire prevention and fire inspection services.
- * Provide leadership over the Office of the Fire Marshal. Responsible for effectively managing assigned budgets, functions, personnel, and resources. Establish unit goals and objectives. Develop and execute annual work plan.
- * Oversee fire and life safety programs and services to include inspections, plan reviews of construction projects, prevention services, fire origin and cause investigations, compliance reporting and public safety education programs.
- * Assign, train and supervise fire inspection and plan review personnel in conducting fire and life safety inspection activities; plan examinations, educational programs, and the preparation and maintenance of related reports and records.
- * Impartially and uniformly apply and enforce fire and life safety codes. Ensure the prompt correction of all reported code deficiencies and/or violations. Provide technical guidance

- and training to stakeholders. Collect code compliance data and generate reports.
- * Ensure fire inspection and plan review personnel possess significant competency in the application and interpretation of the Florida Fire Prevention Code and National Fire Protection Association standards. Responsible for establishing and maintaining personnel certification and training standards. Conduct routine in-service training for unit personnel.
 - * Oversee Annual Comprehensive Facilities Inspection (ACFI) program ensuring timely completion of inspections and corrections to deficiencies. Maintain inspection records. Submit compliance reports as required by statute, notify School Board of completion.
 - * Conduct high risk/specialized fire and life safety inspections to promote a safe environment and reduce risks. Coordinate activities with site administrators, assign inspectors and conduct follow-up to ensure the correction of deficiencies. Maintain inspection records.
 - * Lead the review of construction plans and specifications for compliance with applicable fire and life safety codes. Coordinate on-site inspections to verify compliance. Provide guidance on compliance deficiencies. Use training to improve the pass rate for plans.
 - * Direct fire inspection personnel in conducting tests to demonstrate and verify the effectiveness of fire extinguishing, prevention and related systems. Review inspection and maintenance records to ensure all fire and life safety systems are properly maintained.
 - * Oversee district fire alarm monitoring contract. Work with site administrators to reduce the occurrence of false fire alarms. Engage local fire departments in discussions on false fire alarm mitigation and response issues.
 - * Apply proactive prevention-based measures to reduce exposure to fire and life safety risks. Establish awareness and training programs that reinforce safe practices; mitigate the occurrence of fire and life safety incidents and ensure compliance with applicable codes.
 - * Investigate fires of suspicious or unknown origin and/or those involving a fatality or injury to determine arson probability and/or cause. Participate in the interview of involved individuals, obtain and preserve evidence, perform background research and provide expert testimony when required.
 - * Manage relationships with local fire departments to ensure well-coordinated fire prevention and response services. Encourage joint fire inspections, and the sharing of inspection findings. Promote annual facility tours. Administer intergovernmental agreements.
 - * Serve as a member of the Joint Safety Committee and Safety Council, participating in meetings and making presentations on fire prevention and life safety topics as appropriate.
 - * Serve as a member of the District Incident Management Team (DIMIT). Provide management support to the Emergency Operations Center (EOC) during periods of activation.
 - * Generate business cases to secure authorization and funding for the implementation of fire, health and safety risk prevention and reduction initiatives.
 - * Represent the school district on various working groups and foster positive relationships within these cohorts.
 - * Lead program/service assessment, quality improvement and/or special study projects as assigned.
 - * Maintain close professional relationships with local counterparts. Participate in relevant professional associations to remain current on knowledge and skills.
 - * Assist in the overall administration and management of departmental budgets, personnel, programs, resources and strategic initiatives to ensure that priorities are established and satisfied.
 - * Contribute to the development of standards and practices that ensure the department's position as a model school district safety and emergency management agency.
 - * Provide leadership during critical incidents, emergent situations and special events.
 - * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.

- * Follow the district's policies and procedures as related to fixed assets.
 - * Develop leadership in subordinates.
 - * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
 - * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
 - * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
 - Perform other duties and responsibilities as assigned by supervisor.
- * Essential Performance Responsibilities

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.