

**Leon County Public Schools  
Classification Specification**

**Salary Grade 26**

**Summary Information:**

**Classification Title:** Coordinator, Fire/Safety Inspections      **Date Prepared:** 01/12/2016  
**FLSA Status:** Exempt

**Typical Decisions and Recommendations Provided to Others:**

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

**Activity Identification**

**Activity Name**

007	Short-term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Does not include parent liaison.
043	Compliant Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies.
045	Report Preparation	Prepare required reports. This does not include reports for the Board.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does not include the review of reports and documents covered under subsequent activities.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
227	Maintain Certification	Maintain current certifications such as CPR, First Aid, LPN, OTA, etc., from the appropriate state agency.
228	State Reports	Compile statistics and prepare required state reports.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.

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390	Facilities Inspection	Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes.
392	License/Permit Management	Manage appropriate licenses and permits as required by construction/renovation projects.
405-A	Safety Compliance	Review and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
406-A	Safety Program	Implement and evaluate safety and accident prevention programs. Educate students and staff.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education/Experience:</b>	B.S. Degree or B.A. Degree in field of Engineering, Construction or related field with three(3) years related experience; or A.A. degree with five(5) years related experience; or High School diploma or equivalent with seven(7) years related experience; and appropriate certification/license from the State Fire Marshall, as a Fire Safety Inspector.
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods of performing work activity.
<b>Effective Date:</b>	<b>February 24, 2016</b>