

**FLORIDA STATE COLLEGE AT JACKSONVILLE**

**JOB DESCRIPTION, 2018**

**FIRE AND OCCUPATIONAL HEALTH AND SAFETY SPECIALIST**

**FLSA STATUS: Exempt PAY GRADE: 19 – C**

**JOB FAMILY: LEGAL COMPLIANCE & REGULATIONS**

**JOB FUNCTION: WORKFORCE SERVICES**

**GENERAL STATEMENT OF JOB**

The Fire and Occupational Health and Safety Specialist plans, organizes and directs the College fire and life safety, hazardous materials, and occupational health and safety programs in accordance with applicable state and federal laws and regulations, including Florida Fire Prevention Codes, Florida adopted National Fire Protection Association (NFPA) standards, Florida Board of Education rules, OSHA standards, Florida Building Code, and all other applicable laws, ordinances, rules, regulations, including all Board rules and administrative procedures of the College.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Under the direction of the College Executive Director of Risk Management, this position coordinates inspections, conducts safety audits, safety training, investigations, recommends and facilitates corrective measures.

Develops and conducts required fire and life safety training and identifies and develops resources for training. Responsible for the College Safety Manual, revising and updating as needed. Trains supervisors on selected topics in the safety manual and as required by OSHA so they may train others. Inform and train employees on safety best practices, occupational health and wellness topics, and conduct in-service when appropriate.

Provides advice to committees, superiors, and campus administration on the best methods to resolve environmental, health and safety concerns including engineering controls, administrative, and personal protective equipment.

Develop and conduct the Annual Comprehensive Safety review including life safety, environmental, and industrial hygiene inspection of all college campuses and sites in accordance with the Florida Fire Prevention Code, OSHA Federal requirements, and all other applicable codes and standards.

Possess a thorough and comprehensive understanding of the Florida Statutes, Florida Administrative Codes, Florida Fire Prevention Code, NFPA's, NIMS and ISO ratings. Ability to demonstrate knowledge of the Florida Building Code.

Ensure that the required annual maintenance and inspection of all fire extinguishers throughout the College is conducted in accordance with applicable NFPA standards. Investigate fire safety related incidents and reported fire safety hazards and prepare reports. Investigates and conducts root cause analysis of reported safety incidents and prepares reports of the investigation. Develop an action plan and make appropriate recommendations from the investigation for engineering, procedural or process changes to prevent reoccurrence.

Inspect and evaluate workplace environments, equipment, and practices for compliance with safety standards and regulations. Design and implement processes and procedures that help protect staff and students from potentially hazardous workplace or classroom conditions.

Keep informed of health and safety bulletins and alerts, regulatory changes, product recalls, and public health alerts. Design and implement methods and materials to inform those impacted at the College. Monitor

safety incidents to identify trends and develop a response to address the issue such as outreach, in-service training, desktop procedures, or design changes. Maintain a proactive approach to safety, exploring opportunities for initiatives to enhance and improve the College's current safety program and to continually inform staff and students on safety matters.

Acts as the College's fire safety official by identifying complex problems and reviewing information related to new construction and major remodeling. Conduct construction plan review for all new construction, renovations, remodels and additions to College facilities to ensure all regulatory requirements have been met. Work with Construction and Facilities personnel, engineers, and contractors in communicating fire code and fire prevention requirements. Based on satisfactory fire inspection, coordinate with the College building official to issue the Certificate of Occupancy. Coordinate and conduct on site fire and life safety inspections of all new construction, renovations, remodels and additions to all College facilities prior to occupancy.

Acts as Chair for the Academic and Safety Process Team organizing and conducting quarterly meetings. Participate as a contributing member of the College's Occupational Health and Safety Process Team and attends campus safety committee meetings, may from time-to-time present at these meetings on fire, health and safety topics.

Responsible for effectively communicating, advising and ensuring compliance with applicable environmental policies and regulations including emergency planning and community right-to-know, pesticide regulations, regulation of hazardous waste, waste reduction programs, bio-hazardous and biological waste management, air quality control, water quality control, safe drinking water control and implementation of campus safety act according to OSHA regulations.

Assist campuses in responding to college hazardous chemical spills and fire emergencies for remediation.

Coordinate the College's hazardous waste disposal programs including semi-annual waste pickups and silver recovery; compile and assemble SARA Title III, chemical inventory, chemical disposal, MSDS program/purchasing, lab safety, maintenance/inspections and bio hazardous waste disposal and assist in the development of an emergency contingency plan.

Manage assigned fiscal and technical resources. Maintain required records and reports. Assume and perform other responsibilities as assigned

Provide orientation to new employees on safety topics. Conduct continual fire, health and safety outreach on important health and safety issues.

Act as liaison with state, federal and local agencies.

### **SUPERVISION RECEIVED**

Supervision is received from the Executive Director of Risk Management.

### **SUPERVISION EXERCISED**

None.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited college or university supplemented by three (3) years of related experience. Florida state certification as a fire safety inspector and current HAZWOPER/OSHA or the ability to quickly become certified as a requirement of the job. A valid driver's license and qualification to drive a College vehicle.

### **PREFERRED QUALIFICATIONS**

A master's degree from an accredited college or university in a related field of study, supplemented by five (5) years of related experience. Florida state certification as a fire safety inspector and current HAZWOPER/OSHA certification. A valid driver's license and qualification to drive a College Vehicle.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items. Must be able to operate a variety of machines and office equipment. Tasks may require extended periods of time at a workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, technical manuals, trade journals, newsletters, etc. Requires the ability to prepare reports, forms, system documentation, presentations, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hazardous materials, fire extinguishers, and other fire and safety equipment including computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as fire and safety equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, but may require exposure to extreme heat/cold or extreme weather conditions; to strong odors and/or smoke; to strong and/or toxic chemicals and to dust or pollen.

*Effective: August, 2018*