



## FIRE AND EMERGENCY COORDINATOR



### Job Overview

The purpose of this job is to assist the Safety and Security Director with maintaining a safe environment for students, employees, and visitors by helping to enforce all safety policies and programs designed to meet the needs of the District.

Duties and responsibilities include working under limited supervision using standardize procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

This job reports to the Director of Safety and Security.

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### Job Functions

- Responsible for the inspection of major building system components to ensure sustainability and conformance to meet state requirements.
- Provides periodic system evaluations (e.g. fire drills, safety plan reviews, procedure reviews, compliance walk through) in WCS buildings to make a determination of adjustments and/or improvements to fire and emergency procedures.
- Serves as WCS liaison to all local, state, and federal fire service and code enforcement agencies.
- Conducts fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations have been found.
- Works directly with other WCS personnel to explain code violations make change recommendations to bring items to code.
- Responds to Fire and Emergency alerts during and after business hours to assist other WCS personnel and aids on site during an event.
- Works with WCs staff on utilization and maintenance of WCSready.com emergency planning tool.
- Responsible for organizing and prioritizing personal workload to meet timeliness of expectations.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

Responds/travels throughout the county to schools and fire service agencies. Occasional travel to conferences or continuing educational opportunities with director's approval.

### Working Environment

The job is performed in a generally hazard free environment and in a clean atmosphere.

Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Physical Requirements: Some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### Qualifications

**Minimum experience:** Minimum of 10 years of Fire Service and 5 years as Fire Inspector

**Minimum education:** None

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Bachelor's Degree preferred.
- Required to schedule activities and work with a wide diversity of individuals.



- Flexibility is required to work with others in a variety of circumstances.
- Problem solving is required to identify issues and create action plans.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include:
  - Establishing and maintaining constructive relationships
  - Adapting to changing work priorities
  - Maintaining confidentiality
  - Working flexible hours

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** Valid Driver's License with Proof of Insurability, Active Fire Inspection Certification

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

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