

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

INSPECTOR -- SREF

JOB DESCRIPTION

JOB CODE: 790211 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 29
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED; Associate's Degree in Architecture or Engineering from an approved accredited educational institution, preferred.
- (2) Minimum of five (5) years successful experience in building construction as a supervisor; or five (5) years experience as an inspector of construction; or a Bachelor's Degree in Architecture or Engineering from an approved accredited educational institution and related experience.
- (3) Certified Fire Safety Inspector or ability to obtain certification through the State Fire College and Department of Education resident courses within 6 months of employment.
- (4) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read blueprints and calculate square footage. Knowledge of Department of Education, State Requirements for Educational Facilities and procedures related to facility safety, sanitation and inspection. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with district and regulatory staff as well as vendors and contractors. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To maintain compliance with all applicable Federal, State and local laws and ordinances concerning fire casualty, safety and sanitation at District facilities.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Conduct the required annual Comprehensive Safety Inspection of all district schools, ancillary facilities and equipment in accordance with SREF.
- *(2) Become familiar with all related facility safety issues including; above and underground storage tanks, wastewater treatment plants, water quality, potable water, water wells and consumptive use permits, boilers and pressure vessels, elevators and wheelchair lifts, fire suppression and sprinkler systems and portable fire extinguishers, lp and natural gas tanks, lines and bulk plants, security system alarms and permits, paint storage, generator fuel tanks and other hazardous materials operations, playgrounds and playground equipment.

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- * (3) Establish a working relationship regarding the above safety issues with all applicable government offices and regulatory agencies including: Florida Department of Education, Alachua County, City of Gainesville, Florida Department of Environmental Protection, St. Johns River and Suwannee River Water Management Districts, State Fire Marshall, Florida Bureau of Elevator Inspection, National Fire Protection Association, Alachua County Office of Environmental Protection, U.S. Consumer Products Safety Commission, and the National Safety Council.
- * (4) Maintain daily vehicle logs.
- * (5) Serve on school/district committees as required or appropriate.
- * (6) Adhere to applicable safety standards.
- * (7) Attend all staff meetings and workshops.
- * (8) Assist with maintaining a clean and orderly environment.
- * (9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (10) Communicate effectively with appropriate governmental and regulatory agencies, the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (13) Exhibit interpersonal skills as an effective team member.
- * (14) Demonstrate support for the school district and its goals and priorities.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Maintain expertise in assigned area.
- * (18) Manage time efficiently.
- * (19) Model and maintain high ethical standards.
- * (20) Participate in cross-training activities as required.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (22) Prepare all required reports and maintain updated and accurate records.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Represent the District in a positive and professional manner.
- (25) Perform other duties as assigned.
- * (26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force and needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

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

Job Description Addendum No. 01

Adopted: 8/2/11

Revised: 4/5/16