



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6606  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>FIRE MARSHAL</b>
<b>REPORTS TO:</b> Director, Facilities Design and Construction
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree in Fire and Safety Engineering Technology, Fire Protection Engineering, or a related field plus five (5) years of experience in fire/safety and loss control, or an equivalent combination of education, training and experience. Possession of a state certification as a Fire Marshal, a Department of Education Casualty and Sanitation Inspector and a valid state of Florida Class E noncommercial driver's license.
<b>MAJOR FUNCTION</b>
Fire Marshal performs professional, technical fire prevention and inspection work. Is responsible for enforcing State Requirements for Educational Facilities, Florida Building Code, Life Safety Code and Fire Prevention Code and other applicable state ordinances and regulations. Has the authority to recommend to the superintendent (or his designee) closure of a facility for non-compliance to the codes. Manages the district's Fire, Health and Safety (FHS) program. Oversees fire, casualty and sanitation inspections of existing buildings. Work includes personal participation in the more complex and difficult inspections and investigative cases. Work involves public contact, frequently of delicate nature and requires the exercise of considerable judgment, diplomacy and initiative. Relies on experience and judgment to plan and accomplish goals.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Manages fire safety, sanitation and casualty inspections of all school board owned facilities.</li> <li>• Manages and submits all necessary reports to district, local agencies and state as required.</li> <li>• Coordinates fire investigation with the officials of the State Fire Marshal's Office, and coordinates fire inspection activities with other inspection activities.</li> <li>• Coordinates training of fire related codes for district project employees and best practices to prevent fires for district school-based employees.</li> <li>• Has the authority to prohibit hazardous activities and the use of unsafe equipment until corrective actions can be implemented.</li> <li>• Coordinates and conducts plan reviews for new construction, remodeling, renovation and maintenance projects for approval and conformance to Florida Building Code and Life Safety Codes.</li> <li>• Coordinates with all local Fire Marshals in the interpretation and enforcement of state and federal laws, codes and regulations as they pertain to fire safety.</li> <li>• Coordinates the continuous effort to uncover fire, safety and health hazards and applies controls to create a safe environment.</li> <li>• Researches and recommends corrective action to items cited on the Health Department inspection report.</li> <li>• Initiates and/or recommends appropriate follow-up action in violation cases: reviews reports, recommendations, and initiates appropriate follow-up action.</li> <li>• Recommends scope of work for violations cited on comprehensive safety inspection report items, to ensure compliance to State Requirements for Educational Facilities (SREF), Florida Building Code and Life Safety Code.</li> <li>• Provides technical information to administrators, architects, engineers, staff and the public regarding compliance to SREF, Florida Building Code, Life Safety Code, Americans with Disabilities Act Accessibility Guidelines (ADAAG) and other National Fire Protection Association (NFPA) standards.</li> <li>• Reports directly to site of any fire scene at a school board facility, conducts investigation as to cause, and prepares report of findings.</li> <li>• Coordinates annual FHS budget and expenditures.</li> </ul>

**FIRE MARSHAL**

<b>ESSENTIAL RESPONSIBILITIES (CON'T)</b>
<ul style="list-style-type: none"><li>• Tracks status of FHS projects from inception to completion.</li><li>• Performs preliminary hazard analysis on general work order request for any fire, health or safety issue.</li><li>• Coordinates maintenance and installation of all fire protection systems.</li><li>• Communicates clearly and concisely both orally and in writing.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 8/02 PBL; BOARD APPROVED: 9/24/02 REVISED D&R 11/09 LMCK; REVISED ER, NEW FORMAT 12/20/23 PT; BOARD APPROVED: 02/27/24

**FIRE MARSHAL**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Fire Marshal – PTS