

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER IV – PROTECTION SERVICES

QUALIFICATIONS:

- (1) Bachelors Degree in Occupational Safety/Health, Environmental Science, Public Safety, or Emergency Management; or Associates Degree and 15 years of significant experience in a combination of at least two of these areas.
- (2) Minimum of eight years of significant, professional experience dealing with a combination of industrial safety & environmental management, public safety, emergency management and/or security.
- (3) Certification as State of Florida Special Fire Safety Inspector
- (4) Minimum of 5 years experience in a K-12 educational organization.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

KNOWLEDGE, SKILLS AND ABILITIES:

Specific knowledge of multi-hazard planning, domestic security and incident command. Knowledge of appropriate federal, state and municipal regulations, associated permitting processes, and ability to apply to an organizations operations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to think clearly, prioritize, organize activities and make decisions in an extremely dynamic environment. Knowledge of project management techniques. Ability to read, analyze, and interpret periodicals, professional journals, technical procedures and laboratory results. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from senior staff, public groups, school board members and the media. Ability to develop working relationships with public safety and regulatory officials.

REPORTS TO:

Assistant Superintendent - Operations

Note: Reports directly to Superintendent for issues related to domestic security.

JOB GOAL

Develop and implement programs and protective measures to ensure the security and safety of all students, staff, visitors and assets owned by the district. Promote safety as a core organizational value. Develop and implement strategies to reduce incidents resulting in financial liability, thereby reducing costs associated with worker's compensation and general liability claims.

SUPERVISES:

Safety Officers

Administrative Secretary

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Develop, implement and direct District-wide domestic security and physical security programs to include District Domestic Security Advisory System, special event protective measures, and all other appropriate security programs.
- * (2) Conduct threat assessments and risk analyses for District facilities and processes.
- * (3) Develop, implement and direct District-wide health programs to include asbestos, drinking water, lead paint, radon gas, and indoor air quality and other appropriate health programs.
- * (4) Develop, implement and direct District-wide safety programs to include Hazardous Communications, Lock-out/Tag-out, Confined Space, Crossing Guard and other appropriate safety programs.

MANAGER II – PROTECTION SERVICES

- * (5) Develop and maintain comprehensive accident investigation process. Conduct and/or supervise investigation of all employee, student and visitor accidents.
- * (6) Develop and maintain data collection system for district accident information.
- * (7) Collect, analyze and interpret accident data for purpose of developing specific, measurable performance standards for office.
- * (8) Develop, implement and direct District-wide emergency planning programs to include Operational Continuity, Emergency Response, Incident Management and other appropriate emergency planning programs.
- * (9) Direct action of District staff in responding to emergency incidents.
- * (10) Serve as Incident Commander when Incident Command System is activated within the District.
- * (11) Develop, implement and direct District-wide environmental programs to include Waste Minimization, Hazardous Waste Management, Petroleum Storage, and other appropriate environmental programs.
- * (12) Develop and direct the implementation of a District-wide staff-training program addressing all appropriate security, safety, health, and environmental and emergency management programs.
- * (13) Select, supervise and coordinate professional contractors and consultants conducting security, safety and environmental work for District.
- * (14) Conduct inspections and compliance audits of District facilities as required by state regulations and report findings of inspections to Superintendent, school board and facility administrators. Provides technical guidance for budgetary process in regard to corrective actions.

Inter/Intra Agency Communications Delivery

- * (15) Serves a liaison to Northwest Florida Domestic Security Task Force
- * (16) Serves as liaison to federal, state and municipal law enforcement agencies, including school resource officers
- * (17) Serve as member of Regional Gang Task Force
- * (18) Serves as liaison to emergency response agencies
- * (19) Serves as main district representative at Escambia County Emergency Operations Center
- * (20) Serves as liaison to federal, state and municipal safety, environmental and health agencies
- * (21) Provides technical guidance and facilitates corrective actions for facility administrators in regard to compliance with applicable rules and regulations
- * (22) Communicates significant security, safety, environmental and emergency issues to Superintendent and senior staff
- * (23) Works in conjunction with public information office to conduct meetings regarding significant issues and serves as district representative to media for safety, security, environmental and emergency issues
- * (24) Advises the Senior Staff on the status of safety and environmental issues or potential problems or unusual events that impact the school system and recommend changes needed to meet standards or correct problems.
- * (25) Respond to inquiries or concerns in a timely manner.

Professional Growth and Improvement

- * (26) Keep current on proposed new federal and state environmental regulations, requirements and laws that impact any operations of the School District.
- * (27) Promote and support professional growth for self and others.
- * (28) Maintain a network of peer contacts through professional organizations.
- * (29) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (30) Maintain professional certification for conducting necessary inspections.

Systemic Functions

- * (31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (32) Respond to inquiries and requests for assistance in a timely manner.
- * (33) Prepare or oversee the preparation of all reports in a timely fashion and maintain appropriate records, including District, state and federal reports that are required for compliance.
- * (34) Prepare agenda items for consideration at School Board meetings.
- * (35) Perform other incidental tasks consistent with the goals and objectives of this position.

MANAGER II – PROTECTION SERVICES

Leadership and Strategic Orientation

- * (36) Maintain high level of integrity and objectiveness in all aspects of job performance.
- * (37) Provide leadership and direction for the assigned areas of responsibility.
- * (38) Provide leadership and direction in developing goals for department.
- * (39) Provide oversight and direction for cooperative planning with other agencies.
- * (40) Set high standards and expectations for self and others.
- * (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (43) Facilitate problem solving by individuals or groups.
- * (44) Assist in developing and implementing the District's goals and strategic commitments.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Must be able to bend, climb ladders and physically maneuver in uncontrolled environments.

TERMS OF EMPLOYMENT:

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 those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 6

Date of Revision: April 21, 2009