



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

Risk Watch Coordinator Reporting Responsibilities

1. Work Schedule is 8am – 4:30pm Monday – Friday.
 - a. Functions at schools, health fairs, and community events may require the coordinator to work outside of the above time frame.
2. The coordinator will adhere to Delaware State Fire School policies pertaining to staff dress code, office supply ordering, and office schedule reporting.
3. Access to the coordinator's Microsoft Outlook calendar will be granted to the Director of the Delaware State Fire School and the Fire Prevention Commission Secretary.
 - a. The Coordinator for the duPont Hospital for Children will be provided a listing of activities from the Risk Watch Coordinator every three months.
4. The Risk Watch Coordinator is to report to the Director of the Delaware State Fire School daily.
5. Provide monthly report to the Delaware State Fire Prevention Commission and duPont Hospital for Children.
6. Any personnel issues or other daily operational issues shall be address to the Director of the Delaware State Fire School.
 - a. The Director may report to the Coordinator for the duPont Hospital for Children and the Delaware State Fire Prevention Commission as required.
7. Time that has been accumulated from participation in the above listed events is to be taken within the 2 week- pay period.
 - a. If the case arises where there are no extra hours to use the comp time it can be used within the next 4 weeks or it is lost.
 - b. The extra time will be noted on the Coordinator's Microsoft Outlook calendar.
8. The following is a listing of paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
 - a. All other state holidays the coordinator is required to be at work or take vacation time.
9. All time off for appointments, vacation days (BLB) and extended time off for conferences are to be reported to the Coordinator for the duPont Hospital for Children, Director of the Delaware State Fire School and the Fire Prevention Commission Secretary.
 - a. The Risk Watch Coordinator will report into the Delaware State Fire School when calling out sick (ELB) per office policy.

Risk Watch Coordinator Responsibilities
Page 2

10. The Coordinator for the duPont Hospital for Children, and the Director of the Delaware State Fire School will conduct an evaluation yearly of the Risk Watch Coordinator.
11. The contract for the Risk Watch Coordinator is to be reviewed and drafted for the next fiscal year in May each year.
 - a. The contract is to be reviewed by the Delaware State Fire Prevention Commission and duPont Hospital for Children legal departments before signing and final approval.

The State Fire Prevention Commission adopted the Risk Watch Coordinator Responsibilities on January 17, 2007.