



Job Description

Fire Inspector

Pay Grade: F07

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Five (5) years experience in municipal fire department or fire protection district providing both fire protection and emergency medical services with at least two (2) years in a supervisory position.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Fire.

Direct Supervisor: Fire Chief.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Office setting and outdoors within City jurisdiction.

Required Certification: Valid State of Florida driver's license, Florida Fire Inspector I.

Preferred Certification: Florida Firefighter II, EMT or Paramedic.

Job Summary: Conducts fire and life safety inspections for all use groups in accordance to the International Code Council; coordinates fire safety and prevention initiatives.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Inspect buildings to locate hazardous conditions and fire code violations and unsafe conditions.
- Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws codes and regulations.
- Identify corrective actions necessary to bring properties into compliance with applicable fire codes laws regulations and standards. Communicate corrective measures to public.
- Respond to emergency scenes and situations as required.
- Conduct acceptance testing of newly installed fire protection systems.
- Inspect and test fire protection systems to verify that such systems operate in accordance with appropriate laws, codes, ordinances, regulations, and standards.
- Write detailed reports of fire inspections fire code violations and corrective recommendations offered and refer non-compliance issues to the fire marshal and or city code enforcement.
- Review blueprints and plans for new or remodeled buildings in order to ensure the structures meet fire safety codes.
- Coordinate fire prevention programs such as monitoring false alarms.
- Conduct fire prevention education lectures exit drills and safety classes such as how to use fire extinguishers.
- Create and maintain current pre fire plans for commercial structures in our district; review pre fire information at least annually.
- Attend continuing education classes for fire inspections in the state of Florida.
- Regularly studies current codes and Florida statutes.
- Maintains paramedic certification in Florida.



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- Respond to EOC for major events such as hurricanes. Works within NIMS guidelines as part of a Unified Command Event.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Municipal government policies, procedures, and structure.
- Applicable local, state, and federal law codes, regulations, and ordinances.
- Research and analytical methods, practices, procedures.
- Personal computers and related software such as word processing and spreadsheet programs.
- Record keeping techniques.
- Principles, policies, and procedures of the development and maintenance of public education programs and classes.
- Principles and practices of public relations.
- Basic fire service or fire science terminology.
- City streets and locations.
- City's functions, policies, and procedures.

Skills

- Strong interpersonal skills in order to interact with other City employees, public safety agencies, and the general public.
- Strong written and oral communications.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- General understanding of fire ground operations.
- Communicate and interact professionally with the public.
- Effectively read, learn, understand, analyze, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly, and tactfully.
- Use sound and independent judgment to make responsible decisions and recommendations.
- Deal effectively and courteously with associates, business owners, engineers, developers, and the general public.
- Maintain accurate records and prepare reports requiring attention to detail.

Physical Demands



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The work is heavy work which requires exerting up 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.



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- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date