

## **JOB PROFILE: FIRE PREVENTION INSPECTOR / PUBLIC EDUCATOR**

General Purpose: Performs inspection and re-inspection of a variety of existing structures, inspection of new and remodeled construction for items relating to fire safety and required fire protection systems. Conducts educational sessions in fire and EMS education.

Supervision Received: Work is performed under the general supervision of the Fire Chief.

Supervision Exercised: None.

Essential Duties and Responsibilities: Work is completed within the rules of the Fire District, County ordinances and state and federal statutes. Work is reviewed by observation of results achieved and reports prepared.

- Conducts inspections and reinspection of commercial, industrial, multifamily residences, public and institutional buildings, checking for compliance with district, state and federal fire codes, ordinances and statutes as to fire hazards and fire protection equipment; secures correction of violations noted or institutes legal action for correction, if necessary.
- Develops, schedules, and facilitates public education programs of life safety, emergency management, and fire prevention. Participates on committees and focus groups as assigned. Some lifting and moderate physical activity required.
- Gives lectures on fire safety subjects and demonstrations on fire prevention equipment and practices.
- Investigates complaints of possible fire hazard conditions, determines if fire hazard is present and initiates action to secure correction if a fire hazard is determined to exist.
- Prepares documentation of inspection findings for report submittal to parties involved, to administrative offices, and for record keeping purposes.
- Maintains a comprehensive system of records for follow-up inspections and for department use.

- Writes violation notice letters and related follow-up correspondences.
- Communicates with firefighting shift personnel on situations found, potential hazards, etc.
- Performs plan review related to fire and life safety issues.
- Assists the State Fire Marshal investigate fires to determine the cause and origin. Prepares detailed reports relating to fire cause and origin. May be called to testify in court regarding the cause and origin of fires and other related matters.
- Performs other related work as assigned.

Work Environment: This position involves both office work and field work in all types of weather, performing typical office administrative and clerical functions as well as conducting complete inspections of existing buildings and buildings under construction. Heavy public interaction will occur during inspections and public education activities. The work environment away from the office will expose the Inspector to all outdoor environmental conditions. High noise conditions may be encountered during inspections of construction sites.

Tools and Equipment Used: The employee will be required to use a computer, and telephone during office functions. In the field, the employee must drive a Fire District car or van and make notes of violations found on standard reports.

Physical Demands: While performing this job, the employee is required to operate at a desk and around filing cabinets. The employee must maneuver through a construction site to observe all portions of buildings under construction. This may require the climbing of ladders to access upper floors. The employee must be able to talk and write, see, as well as the ability to drive a Fire District staff vehicle. The employee must be able to observe his/her surroundings and determine the presence of fire hazards and/or Code violations.

Required Skills:

- The ability to effectively read, write and understand the English language.
- Knowledge of fire prevention methods, adopted fire codes, fire ordinances, federal statutes and regulations relating to fire prevention.
- Knowledge of building construction, construction methods and materials, sources and types of fire hazards, fire prevention devices and fire protection systems and equipment.

- Ability to recognize hazardous conditions and to enforce codes and regulations firmly, tactfully and impartially.
- Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans.
- Ability to establish and maintain effective working relationships with property owners, occupants, contractors and the public in achieving fire prevention goals.

Minimum Qualifications

- Graduation from a standard high school or equivalent.
- Must possess and maintain at all time a valid Florida Driver's license.
- State of Florida certification as a Fire Inspector I.

Preferred:

- Florida certificate of competency as a Firefighter II and EMT-B.
- Associates degree or higher from accredited college.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of the required responsibilities, duties and skills. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Salary Range: \$40,000-\$50,000