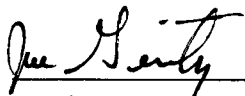


City of Fernandina Beach
Job Description


City Manager Signature
4-26-13
Date

Title: Fire Inspector
Department: Fire
FLSA Status: Non-exempt
Reports to: Fire Chief
Pay Grade: 134

Minimum Qualifications

- A. Education and Experience:
Graduation from an accredited two-year college or university with major course work in fire science, fire protection technology, or related field, and three (3) years progressively responsible experience in local or state government fire inspections; or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.
- B. Certifications:
Valid Florida Driver's License required.
State of Florida Fire Safety Inspector II Certification required
- C. Knowledge, Abilities, and Skills:
Position requires conducting fire safety programs and a working knowledge of methods of fire prevention, fire protection systems, and building construction. A working knowledge of Florida fire and building codes and laws; basic knowledge of the principles, techniques, and design of fixed fire suppression and detection systems; and the ability to read and interpret plans and blueprints. Effective oral and written communication skills and must be able to make mathematical calculations. Ability to analyze complex situations, problems and data, and use sound judgment in making decisions. Proficiency in Microsoft Office Suite required. Must have high level of interpersonal skills. Must be able to interact and communicate effectively with individuals at all levels of the organization, other government agencies, and the public.

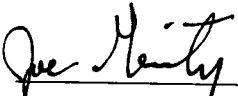
General Description

Professional and technical work of a complex nature inspecting public, commercial, and residential structures for compliance with applicable fire codes; examining building plans, fire protection system plans, and specifications for compliance with applicable City and State Fire Prevention Codes, and delivery of fire prevention and life safety programs.

Essential Functions

1. Inspects public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire codes and ordinances
2. Conducts inspections of fire hazard complaints and underground storage tanks for compliance with jurisdiction, state, and federal regulations

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3. Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards
4. Completes and maintains permanent inspection records and reports, in a timely manner, for each individual occupancy inspected
5. Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documents, and maintains files
6. Issues citations for fire code violations
7. Provides court testimony regarding fire code violations
8. Responds to fire code, law, and life safety inquiries from citizens
9. Reviews and evaluates routine building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria
10. Receives and responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for various occupancies and industrial processes
11. Attends meetings with architects, developers, and jurisdiction staff to discuss plan review requirements and procedures
12. Presents various talks and lectures as well as classes concerning fire prevention, fire inspection techniques, and fire safety and citizen awareness training
13. Attends national, state, and local classes and seminars to maintain and improve job skills and proficiency
14. Coordinate activities with other City departments; attend and participate in administrative meetings as required
15. Ensure compliance with OSHA Safety and Health rules
16. Other duties as assigned

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, climbing, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Primarily works inside in an office environment; at times may work in outside weather conditions. Hazardous conditions: exposure to carcinogenic dusts and other toxic substances, flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazardous situations. Stressful situations.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written), Attention to Detail