

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Fire Inspector I
FUNCTIONAL AREA: Fire Department

WORK OBJECTIVE:

Under general direction, performs technical, administrative and investigative work involving the Fire Department's fire inspection, fire prevention, and investigation activities. The employee is responsible for performing fire inspections of public schools, and multi-family and commercial buildings to ensure compliance with Federal, State and local Fire and Life Safety Codes. Employee works in accordance with directives received from superior, however, is expected to exercise considerable independence and initiative.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs fire investigations; performs annual inspections and reinspections as appropriate for fire code compliance on all buildings within the City.
- Performs public school, and multi-family and commercial fire inspections to ensure compliance with all Federal, State and local Fire codes.
- Responds to fire alarms in the City and emergency medical calls; suppresses and extinguishes fires; assists in the stabilization of patients when needed.
- Investigates fire scenes in order to determine cause; prepares and submits detailed records and reports demonstrating results; takes photographs of evidence.
- Performs research and conducts surveys for various reports.
- Assists with public education efforts; answers complaints and assists the general public.
- Attends continuing education training sessions and seminars.
- Maintains open communication with superiors, School Board and the general public for dissemination of information and the enforcement of all local, State and Federal fire codes and regulations.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED. Must possess State of Florida Firefighter II Certificate of Compliance, and State of Florida Fire Inspector Certification; must obtain Broward County Fire Inspector within six (6) months of employment, must maintain all certifications. Must possess and maintain a valid Florida Class D Driver's License with endorsements for emergency equipment required. Must possess valid State of Florida EMT-B certification.

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Knowledge, Skills, & Abilities –

Considerable knowledge of the laws, codes, ordinances, principles, practices and procedures of fire prevention, inspection and investigation relative to Federal, State and local Fire and Life Safety Codes.

Considerable knowledge of current principles and practices of fire rescue work, governing laws, ordinances, policies and procedures.

Considerable knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to understand and follow written and oral instructions with a minimum of supervision.

Ability to clearly communicate information both verbally and in writing.

Ability to analytically and objectively investigate fire scenes; ability to prepare clear and detailed reports based on results.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental superiors, School Board and the general public for dissemination of information and the enforcement of all local, State and Federal fire codes and regulations.

Skill in safe First Aid methods, procedures and practices.

Skill in operating moderately heavy/heavy fire rescue vehicles and equipment.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

PHYSICAL REQUIREMENTS:

Some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking. Emergency tasks involve the performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds). Must be able to wear protective clothing and equipment up to 60 pounds and work in extremely high temperatures and toxic atmospheres.

ENVIRONMENTAL REQUIREMENTS:

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for lengthy exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks are performed in highly critical and hazardous conditions, where fire and/or other life threatening situations occur, skill in exercising established safety precautions is essential in avoidance of injury or accidents. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where

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heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.