



**FIRE INSPECTOR  
PART TIME - CIVILIAN**

**General Definition of Work:**

Performs intermediate protective service work in fire prevention and education; does related work as required. Work is performed under the direction of the Fire Marshal.

**Essential Functions/Typical Tasks:**

**Performing fire inspections; presenting fire prevention programs; investigating suspicious fires; maintaining fire inspections paperwork.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Performs fire and life safety inspections and re-inspections of commercial properties; performs acceptance testing of fire protection systems for compliance to all applicable local and state codes.
- Receives, investigates and resolves complaints related to fire prevention activities.
- Maintains up-to-date inspections records, accurate investigations files and complete documents relating to all phases of the position.
- Assists the Fire Marshal with special events; assists with emergency management during storms and incidents not related to normal fire calls.
- Participates in/or conducts public education and public safety programs.
- Assists with the fire pre-planning program.
- Assumes the duties of the Fire Marshal when required.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the modern principles and techniques of fire prevention, including inspection, hazards and elimination of dangerous conditions; thorough knowledge of the geography of the City; thorough knowledge of the laws and ordinances of the state and City regarding fire prevention and arson; general knowledge of the principles and practices of building construction and electrical and mechanical systems; ability to recognize existing and potential fire hazards in a wide variety of structures and installations; ability to understand and carry out oral and written directions; ability to prepare clear and concise written reports; ability to interpret and enforce rules and regulations firmly, tactfully and impartially; mechanical aptitude; ability to establish and maintain effective working relationships with associates and the general public.

**Training and Experience:**

- High School diploma or GED
- Minimum of one (1) year experience in fire inspection, fire prevention or related field or an equivalent combination of education, training, and experience.
- Some college coursework or degree preferred.
- Possession of State of Florida Fire Safety Inspector certification
- A valid Florida driver's license
- Must meet and maintain all departmental requirements for the position.

**Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stopping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**Pay Grade:** 118

**Status:** Non-exempt, MAPS

**Revised:** November 2019