

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: FIRE SAFETY INSPECTOR (Job Code 445).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision of the Fire Code Official, is responsible for conducting fire inspections in various municipal structures, i.e., hospitals, schools, commercial businesses, multi-residential developments. Position maintains records of inspection reports and violations issued, and provides recommendations for corrections of violations. Position is responsible for responding to citizen complaints.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Responds to complaints concerning fire code issues, juvenile fire setters, etc., and writes violations, makes appropriate referrals, and/or provides recommendations for corrective measures.

Performs inspections for fire code compliance prior to issuance of Local Business Tax Receipt.

Maintains current knowledge of municipal, county, state, and federal fire codes and regulations.

Performs hazardous materials inspection for regulatory compliance prior to issuance of permits.

Performs inspections on fire alarms, sprinkler systems, gas installations, and fire suppression equipment and devices for regulatory compliance.

Tests the functional ability of sprinkler controls and alarm panels.

Maintains interaction with architects, engineers, contractors, etc., regarding potential and current construction projects and fire code compliance.

Functions as a public information resource on issues of fire safety and fire code compliance.

Performs the duties of Firefighter/EMT on an as needed basis.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school Diploma or equivalent; supplemented by certification as a State of Florida and Broward County Fire Inspector; supplemented by state certification as a Firefighter. Must possess and maintain a valid State of Florida driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to provide principles of influence systems and conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress, i.e., when confronted with potentially life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Knowledge of First Responder CPR.

Knowledge of fire inspection regulatory practices, methods for achieving compliance and principles of enforcement.

Ability to learn the safe and efficient use of fire emergency service equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date