



## **FIRE INSPECTOR AND CODE ENFORCEMENT OFFICER P/T**

**FLSA: Non-Exempt**

Grade 27 \$49,480.81 – \$79,169.30

### **GENERAL DEFINITION**

The employee in this position performs a variety of administrative and technical work related to fire inspection and prevention. An employee in this class may be responsible for the protection of life and property through firefighting activities: rescue operations: and administration of emergency medical care in emergency situations. Provides emergency care to the sick and injured utilizing skills, training, and knowledge required of a certified Emergency Medical Technician. Work is performed under the supervision of the Fire Marshall and the general medical direction of the City's Medical Director.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

### **ESSENTIAL JOB DUTIES**

- Inspects structures for compliance with fire codes.
- Resolves compliance problems with owners within the scope of knowledge and authority.
- Participates in the inspection of hydrants, sprinkler systems, and elements of a fire prevention protection system.
- Conducts home inspection upon request.
- Reviews construction plans for code compliance.
- Assists in the investigation of fire incidents.
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.
- Responds to complaints regarding fire code violations and fire hazards.

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- Issues warnings and citations for fire code violations.
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- Issues permits.
- Maintains a variety of data and records regarding fire inspection or prevention activities.
- Prepares reports on computer system regarding fire inspection or prevention as required.
- Participates in various inspections, meetings, seminars, fire and EMS training to maintain current certifications and licenses.
- Performs fire watches, fire suppressions, and Basic Life Support care to patients.
- Requires regular attendance to scheduled work shifts.

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

- Substantial knowledge of modern fire prevention principles, procedures, techniques and equipment.
- Substantial knowledge of building, electrical.
- Substantial knowledge of inspection techniques, mechanical and fire codes.
- Substantial knowledge of fire suppression techniques and equipment.
- Skill in the operation of the tools and equipment including, vehicles, radios, pagers, personal computers, calculators, phones, first aid equipment, decibel meters, and cameras.
- Ability to effectively apply standard fire prevention techniques.
- Ability to act effectively apply standard fire prevention techniques
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Substantial knowledge of the Department's Medical Protocols.
- Ability to provide emergency care to the sick and injured utilizing skills, training, and knowledge required of a certified Emergency Medical Technician.

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- Ability to communicate with co-workers, management, citizens, and others in a courteous and professional manner.
- Working knowledge of the Department Incident Command System (ICS).

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

- Graduation from a high school or GED equivalent.
- Must possess a State of Florida Firefighter certificate.
- Must possess a current State of Florida and Broward County Fire Inspector Certification.
- Must possess a valid EMT or Paramedic Certification.
- Valid CPR card.
- Must possess current State of Florida Driver's License class E.
- Possess all the valid certification necessary to perform as an EMT within the City of Oakland Park including a Blood Borne Pathogen course.
- Incident Command System (ICS)100.200.700.800 Certification.

**PREFERRED**

Broward County Plans Examiner Certification

**PHYSICAL REQUIREMENTS OF POSITION**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations to the requirements below will be made pursuant to the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.) for qualified individuals with a disability, who are capable of performing essential functions.

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- Ability to traverse rough terrain, walk up or down stairwells, ladders or steps.
- Ability to participate in strenuous group activities to control and mitigate a wide variety of emergency situations.
- Ability to operate equipment, machines (including office equipment) and motorized vehicles.
- Must frequently lift and/or move 50 lbs. and occasionally lift and/or move up to 175 lbs.

**SELECTION GUIDELINES**

Formal application, rating of education and experience. Oral interview, reference check, possible job-related testing. Physical examination and drug screen as required by the Drug-Free Workplace Ordinance. Must undergo a background investigation prior to being offered a job.

A review of this position has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date