



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Inspector
Department: Fire
Classification: 5112
Pay grade: 20C
FLSA: Non-Exempt

Prepared Date: 10/14
Approved By: Marc Stolzenberg
Elsa Jaramillo-Velez

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Summary

Technical and administrative work in fire/life safety code inspection and compliance for the City of Coral Gables Fire Department.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Conducts field inspection of new construction sites; examines construction plans, shop drawings, and specifications to determine if the building is constructed in accordance with applicable fire/life safety codes and standards, prepares investigative field reports of violations, conducts follow-up inspections to document corrective action as required.

Conducts fire/life safety code inspections of existing occupancies as required by the State Fire Marshal in conjunction with other state and local agencies, prepares reports of findings and explains fire/life safety codes and standards.

Conducts field inspections of existing occupancies on an annual or as needed basis as determined by the supervisor, prepares reports of findings and issues violation notices as required. Receives and responds to complaints of code violations, conducts field inspection to verify and determine the nature of violation, prepares and issues violation notices as required.

Provides information to interested parties concerning fire/life safety codes and standards, confers with and assists departmental officials in the interpretation and application of fire/life safety codes.

Maintains records of field inspection activities, completes reports of inspected occupancies and all incidental enforcement work and submits reports to supervisors.

Conducts public education presentations, fire drills, and evaluates evacuation plans.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of national, state, and county fire/life safety codes. Knowledge of State Fire Marshal's rules and regulations for uniform occupancies. Knowledge of basic architectural and engineering principles and practices applicable to fire/life safety codes. Knowledge of basic construction technology.

Knowledge of public relations principles and practices. Ability to speak at public presentations. Ability to read construction plans and specifications, shop drawings, and various schematic representations of fire protection systems. Ability to evaluate evacuation plans. Ability to detect faulty and hazardous conditions that violate fire/life safety code requirements. Ability to communicate effectively, verbally and in written format, with the public, other departments, governmental agencies, and professionals in the fire and building construction fields. Ability to complete routine reports. Ability to supervise fire drills. Ability to explain and enforce fire/life safety code requirements. Ability to evaluate and test building life safety systems, alarm and smoke evacuation systems.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is performed both indoors and outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or the equivalent.

One (1) year experience in fire inspection, fire prevention, or related field; **OR** an equivalent combination of education, training, and experience to be determined by the Fire Chief.

Minimum of one (1) year experience with Mobile Eyes Inspection Software or equivalent.

Completion of required state and local fire safety training programs.

State of Florida Municipal Fire Safety Inspector's Certificate.

Valid Florida Driver's License.