



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Fire Inspector II  
**Department:** Fire  
**Classification:** 5113  
**Pay grade:** 22C  
**FLSA:** Non-Exempt

**Prepared Date:** 9/09  
**Approved By:** Walter Reed  
**Approved By:** Marjorie H. Adler

### **Summary**

Technical, administrative, and supervisory work in Fire/Life Safety Code inspection and compliance for the City of Coral Gables Fire Department. Technical and professional level plans examination and inspection work. May include reviewing and approving construction plans for fire code compliance, inspecting new and existing buildings for fire and life safety hazards in compliance with nationally accepted standards, supervision of assigned personnel, and responding to emergency scenes under the direction of an incident commander. Work may involve lead supervisory role and involve considerable public contact in the performance of duties, while determining compliance with applicable fire and life safety laws and ordinances. Employee work under the general supervision of the Fire Marshal or Assistant Fire Marshal.

### **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.

Reviews and approves construction plans for fire code compliance, inspects new and existing buildings for fire and life safety hazards in compliance with nationally accepted standards, supervision of assigned personnel, and responding to emergency scenes. Exercises considerable initiative and independent judgment under the general direction of an incident commander.

Reviews and approves construction plans and blueprint reviews for fire code compliance.

Inspects and analyzes new and existing structures and properties for construction, occupancy, and fire protection compliance with applicable fire and life safety codes and ordinances.

Reviews plans for all commercial and multi-residential structures, such as those intended for use as multiple-occupancy dwellings and places of public assembly and use, and inspects such buildings during the course of construction for compliance with fire prevention ordinances.

Recommends, advises, and confers with engineers, architects, contractors, property owners and/or tenants verbally and by correspondence regarding code compliance issues.

Issues and revokes permits.

Conducts fire investigations and participates in arson investigations.

Keeps records and makes reports.

Participates in public education activities.

Assist in supervising, training, and evaluating the performance of assigned subordinate inspection personnel.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of local safety laws, codes, and ordinances. Knowledge of building construction and materials as related to firefighting and fire prevention. Ability to read and interpret building plans and blueprints. Ability to prepare and maintain clear and complete records and to write reports. Ability to be firm in requiring remedy of code violations regarding fire and fire prevention. Ability to establish and maintain effective working relationships with property owners and business individuals, with other employees, and with the general public, and to deal with public relations problems effectively, courteously, and tactfully. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **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 equivalent.

Three (3) years experience in fire prevention and/or code enforcement.

Completion of required state and local fire safety training programs.

State of Florida Fire Inspector Certificate.

Valid Florida Driver's License.