

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 715**

**FIRE INSPECTOR II**

**GENERAL**

Employees in this class are responsible for the protection and preservation of life and property primarily by conducting fire/life safety inspections, plans review and supervision of prevention employees. Employees assigned to this class must utilize special skills and training to enforce all applicable local, state and federal regulations and may be required to respond to emergencies and perform rescue tasks as needed. Fire Inspector II is distinguished from the Fire Inspector I by additional experience and knowledge of operations. Work is performed under the direction and supervision of the Fire Marshal.

**EXAMPLES OF ESSENTIAL DUTIES**

*(The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.)*

- The position of Fire Inspector II must be able to perform all job functions of the Fire Inspector I position.
- Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. Participate in the inspection of building premises and building structures in order to identify fire hazards and to insure conformance with fire prevention and life safety ordinances.
- Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Classify the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined.
- Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.
- Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to supervise Fire Inspector I's under the direction of the Fire Marshal
- Knowledge of the principles of modern fire inspection, prevention and investigative techniques.
- Knowledge of the potential fire hazards and target hazards within the city.
- Knowledge of supervised fire alarm circuits, standpipe and sprinkler installations.
- Ability to interpret the Florida Fire Prevention Code.
- Ability to work from blueprints, plans and specifications.
- Ability to effectively communicate with the general public under all circumstances.
- Ability to apply fire safety codes and ordinances, and to enforce all regulations tactfully, firmly, and impartially.

- Ability to speak and write effectively.
- Ability to compile and submit clear and concise reports.
- Ability to operate reproduction equipment including cameras, movie projectors, tape recorders, photocopiers, etc.
- Ability to type and work with computers and software. Capable of working well without continuous supervision.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Possess a valid Florida Drivers License. Applicants must currently possess Fire Inspector Certification by the State of Florida. Applicants must also possess a Fire Plans Examiner Certification by the Broward County Board Rules and Appeals or be able to obtain such certification within six (6) months of the hiring or promotional date. Previous experience in the fire rescue field is preferred, especially in the area of fire prevention. Must have experience in clerical work including computer skills. Applicants should possess at least a limited knowledge of photography since fire investigation evidence is usually collected in this manner. Must have completed State Minimum Standards Certification for Firefighter.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Sedentary work when performing administrative functions to physical work with the ability to perform occasional heavy lifting of objects over 35 lbs. and occasionally up to 50 lbs. at inspection sites. Work involves frequent climbing, kneeling, balancing, crouching, standing, walking, pushing, pulling and grasping. The noise level in this environment may be loud at inspection sites. Occasional exposure to hazards, such as extreme heat/cold, machinery, electricity, chemicals, fumes, gases, odors, sewage, dusts and adverse weather conditions.

### **SPECIAL REQUIREMENTS**

Current State of Florida Fire Inspector certification. Broward County Board of Rules & Appeals. Certification or ability to obtain such certification within six months of employment. Florida state-certification as Firefighter. Florida state-certification as an EMT or paramedic and possession of a current CPR or ACLS card. Certificate of completion of EVOG (emergency vehicle operations course). Inspector Certificate of Compliance. Broward County Fire Inspector Certification. Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**Rev. 12/2016**

**Bargaining Unit: Bargaining**

**FLSA: Non-Exempt**

**Classification: 29/41**

**Location: Fire Department**

**GERS: Regular Class**