

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 715**

**FIRE INSPECTOR**

**GENERAL**

Skilled technical, clerical and inspection work in the areas of fire investigation and fire prevention. Work is performed under a superior officer.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Participates in the inspection of building premises and building structures for fire hazards and conformance with fire prevention ordinances. Assists in investigating of fires to determine their source and to detect their cause.

Assists in processing of certificates of occupancy of business, industrial and institutional types. May review plans required for the installation of flammable liquid tanks, spray painting operations, standpipe and sprinkler systems and other fire protective equipment.

Testifies in court when required to do so.

Prepares and presents programs on fire prevention and fire inspection to civic, institutional and fraternal organizations. Conducts and directs training programs to various agencies.

Performs water system and flow evaluations. Reviews blueprints during and prior to inspections. Performs public education classes and stage presentations at schools and other locations. Educates business persons and public on fire and life safety, hazardous materials and a multitude of other related items. Investigates fires and performs the clerical work involved in reports. Assists in processing certificates of occupancy for all types of buildings

Prepares Juvenile Firesetter referral forms for processing. Prepares and submits reports and studies. Attends seminars and schools to obtain CECU's to maintain certificates such as EMT, Paramedic, State Inspector, County Inspector. Performs as Firefighter when required. Performs as EMT or Paramedic when required. Educates and informs the business person and public on reasons for inspections and path they must follow to complete their violations and paperwork. Consults with Building Dept. and Fire Plan Review on construction and design problems Works closely with other agencies as needed such as State Fire Marshal, BSO and Red Cross.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles of modern inspection, prevention and investigative techniques. Knowledge of the potential fire hazards and target hazards within the City. Basic understanding of

supervised fire alarm circuits, standpipe and sprinkler installations. Ability to interpret the South Florida Building Code. Ability to work from blueprints, plans and specifications. Ability to meet and deal with the public. 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, capable of working with little supervision.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by experience in Fire Combat and Fire Prevention work which provides the knowledge, abilities and skills above. Experience in clerical and photographic work. Must have completed State Minimum Standards Certification.

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 frequent heavy lifting over 50 lbs. and occasionally up to 100 lbs. at the sites. Work involves climbing, kneeling, balancing, crouching, standing, walking, pushing, pulling and grasping. The noise level in this environment can be loud at inspection sites. Exposure to hazards, such as extreme heat/cold, machinery, electricity, chemicals, fumes, gases, odors, sewage, dusts and adverse weather conditions.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate (Class D) driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention. State of Florida Fire Safety Inspector Certificate of Compliance. Broward County Fire Inspector Certification.

Rev. 7/95

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