

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FIRE INSPECTOR

Department: Fire Rescue
Pay Grade: 108 / 113
FLSA Status: Non-Exempt
Job Class: 3152
Risk Code: 9410

JOB SUMMARY

Responsible for inspecting public, commercial, and multi-family residential structures for compliance with applicable fire codes.

ESSENTIAL JOB FUNCTIONS

- Inspects public, commercial, and multi-family residential structures to ensure compliance with county, state, and federal fire codes and ordinances.
- Conducts inspections of fire hazard complaints and underground storage tanks for compliance with county, state, and federal regulations.
- Works closely with other city, county, and state departments or bureaus to maintain uniformity of code interpretations and policies.
- Provides technical consultative assistance to architects, engineers, builders, developers, and owners addressing code related needs or deficiencies pertaining to fire protection.
- Provides on-scene technical support and information on property fire protection features, equipment, or devices and structural conditions or hazards to command officers during major fires, hazardous materials incidents, or complicated or unusual rescue or emergency incidents.
- Provides technical assistance and advice relating to application, enforcement, and interpretation of codes and standards relating to fire protection to Fire Department members and other code enforcement personnel.
- Provides technical support in fire investigations with reference to performance of fire safety features which are required or provided, ignition scenarios, and fire development and testifies as an expert witness when required in either civil or criminal proceedings.
- Assists with technical training of code enforcement and fire suppression staff in specialized areas of fire protection and inspection.
- Assists with training personnel in the proper techniques for pre-planning facilities.
- Advises the Fire Marshal regarding technical matters related to fire protection and makes recommendations for improvement of services delivered by the department.

- Prepares and delivers presentations relating to fire safety and code enforcement matters on request for professional organizations, fire and building code officials, and civic groups.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Requirements	Fire Inspector I	Fire Inspector II	Fire Inspector III	Fire Inspector IV	Fire Inspector V
Education	High School Diploma or Equivalent	High School Diploma or Equivalent	A.S Preferred	A.S. preferred or 5 years as a MCFR Inspector	A.S. Required/B.S. preferred or 7 years as a MCFR Fire Inspector
Certifications	Must be State of Florida Fire Inspector I upon hire	Certified State of Florida Fire Inspector II	State of Florida Fire and Life Safety Educator I & II Certification	NFA Juvenile FireSetter Intervention Specialist I & II or equivalent Community Risk Reduction Course	State of Florida Fire Instructor I
Training Courses	<p>Within 1 year of employment must obtain: Required MCBOCC Cultural Diversity, Sexual and Employee, Harassment, Professional Ethics, Violence in the Workplace, Substance Abuse Prevention, Customer Service Matters.</p> <p>Incident Management IS 100, 200, 700 and 800, CPR, Defensive Driving or EVOC</p>	<p>Statewide Emergency Response Plan (SERP)</p> <p>Courage to be Safe</p> <p>Florida State Fire College or Equivalent FFP 2111 Fire Chemistry FFP2541 Private Fire Protection Systems II FFP 2610 Origin and Cause</p>	<p>Florida State Fire College or Equivalent BFST 1740 Fire Service Course Delivery FFP 2706 Public Information Officer BFST 3533 Community Risk Reduction Course</p> <p>Incident Management ICS 300</p>	<p>Florida State Fire College or Equivalent BFST 407 Arson Investigation BFST 2670 Latent Investigations FFP 2770 Ethical and Legal Issues for the Fire Service BFST 2741 Fire Service Course Design</p> <p>Incident Management ICS 400</p>	<p>Florida State Fire College or Equivalent BFST 4045 Personnel Management for the Fire Service BFST 2670 Legal Issues for Investigators BFST 406 Post Blast Investigations</p> <p>Successful completion of Certified Fire Investigator Principles of Fire Investigation Multi-Program Course</p>
Experience	Entry level position. Must complete BOCC probation as defined in the Marion County Employee Handbook	1 year as Fire Inspector I and complete all the requirements for Fire Inspector I and Fire Inspector II	2 years as Fire Inspector II and complete all the requirements for Fire Inspector III	2 years as Fire Inspector III and complete all the requirements for Fire Inspector IV	3 years as Fire Inspector IV and complete all the requirements for Fire Inspector V
Task Books	N/A	MCFR Fire Inspector Taskbook	N/A	MCFR Fire Plans Review Taskbook	MCFR Fire Investigator Taskbook
Pay Grade	108	109	110	111	113

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Thorough knowledge of building construction, design, and materials as related to fire prevention, fire control, and life safety.
- Thorough knowledge of fire protection codes, principles, standards, and practices.
- Thorough knowledge of fixed fire protection systems, fire resistance rating systems, and fire detection, alarm, and suppression systems.
- Thorough knowledge of fire resistance of construction usage and contents of building, availability of water supplies and water delivery, and entrance/exit capabilities.
- Thorough knowledge of fire behavior and dangerous properties of flammable and hazardous substances.
- Thorough knowledge of water, sewer, public utility, and mechanical systems.
- Knowledge of fire department organization, operations, and public management.
- Ability to read and interpret fire codes, ordinances, building codes, plans, specifications, and systems descriptions.
- Ability to plan procedures for fire prevention and fire suppression and to teach these procedures.
- Ability to write clear and comprehensive reports, communicate effectively with individuals and groups, and establish and maintain effective working relationships.
- Ability to perform all work requiring good physical condition.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

While performing the duties of this job, the employee will regularly be required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.