

**JOB OPENING  
FIRE PREVENTION OFFICER**

*Grade 28: \$39,646.55 (\$19.06/hr.) - \$54,653.20 (\$26.28/hr.)*

**DEPARTMENT:** FIRE RESCUE

**DIVISION:** PUBLIC SAFETY

**GENERAL DESCRIPTION:**

Conducts fire safety inspections to insure structures meet National Fire Protection Codes, especially, 101 Life Safety Code, and the Uniform Fire Safety Rules and Regulations of the Department of Insurance, Division of State Fire Marshall and reviews plans for new commercial construction to insure new structures will meet all applicable codes.

**ESSENTIAL JOB FUNCTIONS:**

1. Reports directly to the Deputy Fire Chief.
2. Advises and consults with the Deputy Fire Chief on matters relating to inspections or prevention issues.
3. Inspects or causes to be inspected, public facilities (public assemble, educational, institutional, mercantile, business, industrial, manufacturing, storage and special hazard structures).
4. Inspects for proper installation, operation and maintenance of fire detection and/or fire suppression equipment (fire alarm systems, sprinkler systems, portable fire extinguishers, etc.).
5. Receives inspection requests from citizens and local and state agencies and assures these (inspections) are completed in a timely manner.
6. Advises and/or guides the public in code compliance, interpretation and explanations. Insures that state and local laws and ordinances are conformed with or issues appropriate notice of violations.
7. Assists, when possible, with pre-suppression planning.
8. Schedules and conducts or causes to be conducted: school programs, programs, for civic groups and others as may be required.
9. Prepares a written descriptive report of each inspection for the Deputy Fire Chief's approval.
10. Reviews plans for new construction of commercial buildings for compliance of life safety codes.
11. Prepares a monthly summary report of the months activity.
12. Assists at the scene of major emergencies as needed for the department P.I.O.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of fire codes, state rules and regulations, local ordinances, Knowledge of principles and practices of fire safety inspections. Ability to recognize and define fire hazards and to recommend effective remedial measures in clear, concise, descriptive written reports and forms. Ability to effectively communicate, both orally and written, with the public, local officials and other employees.

**EDUCATION AND EXPERIENCE:**

High School Graduation or possession of an acceptable equivalency diploma, with at least three (3) years experience in the field of fire inspection.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a current valid Municipal Fire Safety/D.O.E. Certificate of Compliance Issued by the Division of State Fire Marshal's Office. State of Florida certified firefighter is preferred. Must possess a valid Florida Class "E" driver's license and must have a clean driving record.

**ESSENTIAL PHYSICAL SKILLS:**

Meet physical requirements as indicated for State certification.  
Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and fire threatening situations.  
Driving heavy vehicles and equipments.  
Heavy (45 pounds and over) lifting and carrying.  
Acceptable eyesight (with or without corrections).  
Acceptable hearing (with or without corrections).  
Ability to communicate both orally and in writing.  
Reaching, pulling, pushing, balancing, throwing, and climbing (including ladders).  
Walking, standing, crawling, kneeling, bending, stooping, jumping, running, and smelling.

**ENVIRONMENTAL CONDITIONS:**

Hazardous conditions: flames, fire, chemical, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting, and related hazardous situations. Stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 3/6/03**