

SENIOR FIRE INSPECTOR / INVESTIGATOR

MAJOR FUNCTION

This is supervisory, administrative and professional work responsible for supervision of Fire Inspector I and II, providing monitoring and coordination of inspectors for the safety of the citizenry by inspection of public, commercial, and residential structures, and storage tank facilities.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Provides a positive example for staff under charge regarding work ethic, attitude, professional ethics, and knowledge of the codes, interpersonal interactions and mutual respect.
- Provides written and oral technical advisement and conveys interpretations in response to inquiries about permitting issues from the public, staff and administration.
- Exercises judgment related to decisions regarding formal plan review and consultations with professionals (Engineers, architects, etc.)
- Supervises and trains others to perform inspections. Functions as senior fire investigator to include (but not limited to) supervision of adjunct fire investigators.
- Performs skilled fire investigative work. Conducts preliminary and follow up investigations as necessary to determine origin and cause of fires. Coordinates with law enforcement agencies relative to fire investigations.
- Utilizes discretion and authority to implement decisions which directly involve the core responsibilities of the Prevention Division and relating to matters of significance.
 - Reviews and evaluates plans for compliance with existing fire codes and for impact on existing fire protection resources.
 - Reviews and evaluates routine and detailed building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria.
 - Inspects construction sites and evaluates complex systems and/or devices required for fire and life safety within buildings or at specialized facilities.
 - Inspects and evaluates public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire codes and ordinances and reviews plans for compliance with fire codes.
 - Conducts inspections of complex fire hazard complaints for compliance with jurisdiction, state, and federal regulations.

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- Identifies corrective actions that must be made in order to bring properties into compliance with applicable fire codes, laws, regulations, and standards and recommends modifications to jurisdiction's fire codes.
- Issues citations for fire code violations and provides court testimony regarding fire code violations.
- Assists and instructs fire inspectors in code application, interpretation, and office procedures.
- Works closely with other city, county, and state departments or bureaus to maintain uniformity of code interpretations and policies.
- Provides highly skilled technical consultative assistance to architects, engineers, builders, developers and owners addressing code related needs or deficiencies pertaining to fire protection.
- Evaluates new building methods and materials to recommend methods for improving fire protection through promulgation and adoption of codes, changing of procedures and practices, and acquisition of fire equipment and supplies to be used by the Department in suppression and incident control.
- Provides highly skilled 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 highly skilled 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 highly skilled technical assistance to Division Chief/Fire Marshal and Fire Chief.
- 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.
- Attends Development Review Committee meetings, representing the fire department.

SECONDARY FUNCTIONS

- Performs other tasks as assigned

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CUSTOMER SERVICE

This is a front-line position for providing 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.

SUPERVISION

Functions as a lead worker for a small group (Three to Seven). Supervision of fire inspectors. Reviews and makes adjustments regarding the work product of others. Provides guidance, advice, training and assistance to others on work assignments.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor's degree in job related field and five to seven years of related experience and training; or equivalent combination of education and experience.

Licenses

Must possess a valid state of Florida Driver License. EVOC required before operating any County owned vehicles.

Certifications

Florida State Certified Fire Safety Inspector, Florida State Certified Fire Investigator.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, interpret and discuss general professional journals, financial reports, and legal documents.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information (regarding fire protection) to top management, customers, public groups, and/or boards.

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Mathematical Skills

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Problem Solving Abilities

- 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, and interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures. Study manual work process to determine most effective methods as essential tasks.
- Can explain records and procedures to others as a lead worker.

Specialized Skills and Abilities

- 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 effectively communicate with individuals and professionals in adverse situations.
- Ability to effectively organize those in charge over and deliver professional results.
- Considerable knowledge of fire prevention, fire protection systems, and building construction.
- 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.

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Machines and Equipment

While performing the duties of this job, the employee is regularly required to use/operate a computer, telephone, passenger vehicle, and camera, including fire apparatus, standard equipment, protective gear and equipment, communications equipment, and other general office equipment. The employee occasionally will use a ladder, diffuser or pitot gauge.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is frequently required to stand, walk, or sit; to use hands to handle or feel. The employee is occasionally required to lift objects up to 100 pounds. The noise level for this job is generally moderate, but in some cases might be very loud requiring the use of hearing protection. This position involves observation of processes in lighting of various intensities and shades. This position requires the ability to see objects in various colors (such as wiring and chemical compounds and fumes). The inspector must also be able to observe multiple operations with a wide range of vision from very close to great distances. The inspector must have good peripheral vision and the ability to judge distances.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

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