



DESOTOB OCC.COM

DESOTO COUNTY, FLORIDA

JOB 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 & Life Safety Inspector P/T

Department: Public Safety

Pay Grade: 109 (\$49,728.06 - \$77,078.49)

FLSA Status: Non-Exempt

GENERAL DESCRIPTION:

This is a part-time, as needed position which has the primary responsibility of administrative and field work in the inspection of buildings and hazards to meet State and Local Fire and Safety Laws, Codes, and Ordinances. Reports directly to the Fire Inspector.

ESSENTIAL JOB FUNCTIONS:

1. Inspects or causes to be inspected existing occupancies to ensure compliance with Fire and Safety Codes, observes any violations of the fire and safety codes, or with respect to storage and use of hazardous materials.
2. Informs owners of inspection findings and issues notices for corrections when necessary, confers with owner or contractors regarding changes needed to bring the permitted project or existing occupancies deficiencies into compliance.
3. Schedules and ensures annual inspections are completed, prepares detailed discrepancy re-ports, maintains records of inspections and building conditions, follow-up inspections and actions taken in regards to complaints.
4. Receives inspection request from citizens and Local/State agencies, assures these inspections are completed in a timely manner.
5. Reviews plans for new construction and existing buildings for compliance of State and Local laws or ordinances.
6. Schedules and oversees annual inspection of existing occupancies.
7. Assists an emergency situation as needed, within scope of licensure as deemed necessary per the Officer in Charge.
8. Responsible for the maintaining and reporting of Hazards Analysis and/or 303 Facilities to the Department of Community Affairs. Ensures all records are accurate and up to date as required.
9. Responsible for the maintaining and reporting of Small Quantity Generators of Hazards to the Department of Environmental Protection. Ensures all records are accurate and up to date as required.
10. Shall be responsible for departmental records, activity reports and coordination of shift inspections that apply.

11. Assist Building Officials on specified case-by-case issues, with the ability to prepare and present violations to Code Enforcement when necessary.

(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 duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fire safety laws, ordinances, rules and regulations relative to fire prevention.
- Knowledge of modern firefighting, fire prevention techniques and of typical sources of fire hazards in building and equipment.
- Ability to read and interpret construction plans, specifications, blueprints, and recognize existing and potential deviations of the Fire Safety Codes.
- Ability to recognize existing and potential Fire and Casualty Hazards in a wide variety of structures and installations.
- Ability to express ideas through clear and concise written reports.
- Ability to enforce Fire and Life Safety Codes firmly, tactfully and impartially.
- Ability to discuss problems concerning inspections and/or corrections of hazards without losing composure.
- Ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Firefighter/EMT or Paramedic with 3-years experience
- 3-years Fire Inspection experience

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Must possess State Fire Inspector Certification
- Must possess Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Reaching, pulling, pushing, balancing, smelling
- Walking, standing, crawling, kneeling, bending, stooping
- Climbing (including ladders)
- Driving
- Meet physical requirements as indicated for Florida State Certification.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions, with or without reasonable accommodations while performing the duties of this job. The employee occasionally works in outdoors weather conditions and is occasionally exposed to risk of fumes, airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration. Most of the essential job functions will involve indoors or external exposure in a controlled setting.

THIS IS A DISASTER ESSENTIAL POSITION.

DeSoto County is an Equal Opportunity Employer. It is the policy of the County to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The County complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The County will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability.