

JOB DESCRIPTION: FIRE SAFETY EXAMINER I - CONTRACT**BENEFIT GROUP:** CG**JOB CODE:** XWG05**PAY GRADE:** 12**AUTHORIZED STRENGTH:** 1

PAY RANGE: Min: \$21.59 per hour
Mid: \$27.00 per hour
Max: \$32.40 per hour

NATURE OF WORK:

Under general supervision, performs fire safety reviews of plan and sites to ensure new construction and/or renovations of structures are in compliance with all pertinent federal, state, and local codes, ordinances, regulations, and statutes; may inspect construction and alterations in the field to ensure compliance with codes and specifications; makes recommendations, resolves problems, and educates; may perform other related work as required.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Examines and approves blueprints, building plans, and specifications of residential and commercial buildings to ensure compliance with all pertinent federal, state, and local fire codes, ordinances, and statutes, particularly the Uniform Fire Codes of the State Fire Marshal. May drive to sites to review structures and development to ensure compliance with specification and appropriate access for water utilities, firefighting capability and related fire safety matters. Consults with developers, contractors, and property owners to discuss compliance issues; interprets regulations and recommends corrections or modifications necessary for conformance with applicable codes; identifies and researches issues or unique circumstances to provide alternatives and make appropriate recommendations. Performs field inspections to determine compliance with approved plans, and this requires traveling to construction site; provides technical assistance to other inspectors as necessary. Maintains accurate records; prepares technical reports as required; operates personal computer and other office equipment; attends meetings and stay abreast of new developments. Provides information and assistance at the counter to developers, architects, property owners, and the general public concerning fire safety requirements, practices, and related matters.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of fire safety local, state, and federal requirements, codes, standards, and related regulations, and ability to enforce requirements in a tactful manner. Skill with providing quality customer services including awareness of customer needs and satisfaction. Ability to read and interpret technical blueprints, plans, drawings, construction documents, specifications and compare them with construction in progress.

Ability to perform inspection and visually detect poor work quality, inferior materials, and hazards in order to enforce regulations and standards. Ability to prioritize and manage own time effectively. Ability to communicate effectively orally and in writing, as well as to understand others and respond appropriately to questions. Ability to establish and maintain effective working relationships with those contacted during the course of work including contractors, engineers, architects, property owners, and the public in general. Physical ability to maneuver heavy plan documents and books, and to perform inspection work which requires driving off site, walking, bending, stooping, and climbing.

MINIMUM QUALIFICATION REQUIREMENTS:

Equivalent to graduation from high school supplemented with college, vocational, or technical courses in fire safety, inspection, and plan review, or other closely related field, and two years experience with performing building inspections or plan checking of building construction, fire suppression, or relate field. Must possess a valid Fire-Safety Inspector I certificate as required by the State of Florida Statute 633. Must possess a valid Florida driver's license.