



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources
Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
EEO/Drug-Free Workplace

REQUISITION #17-23

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION:	FIRE INSPECTOR
POSITION #:	91006
DEPARTMENT:	PUBLIC SAFETY
SALARY RANGE:	\$22.04 (\$45,843.00) - \$30.62 (\$63,690)
OPENING DATE:	MARCH 6, 2017
CLOSING DATE:	UNTIL FILLED

GENERAL DESCRIPTION:

This is a 40-hour work week 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 Chief.

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 reports, 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 of commercial buildings for compliance of State and Local laws or ordinances.
6. Schedules and oversees annual inspection of existing occupancies.
7. Assist State and Local agencies when needed with investigation of suspicious fires.
8. Assists an emergency situation as needed, within scope of licensure as deemed necessary per the Officer in Charge.
9. Responsible for maintaining and reporting of Hazards Analysis and/or 302 Facilities to the Department of Community Affairs. Ensures all records are accurate and up to date as required.
10. 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.
11. Shall be responsible for departmental records, activity reports and coordination of shift inspections that apply.
12. Supervises fire safety inspections and activities assigned to other personnel.
13. Assists Building Officials on specified case-by-case issues, with the ability to prepare and present violations to Code Enforcement when necessary.
14. Shall maintain a policy and record keeping for Exposure Control and immunizations.

(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 job marginal 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 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 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 qualification required)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- **Must possess State Fire Inspector certification**
- **Must possess Valid Florida Drivers License, Class E endorsement**
- **16-hour Emergency Vehicle Operations Certificate**

(If all other qualifications accepted, certifications above may be allowed to be obtained within 1-year of employment).

ESSENTIAL PHYSICAL SKILLS:

- **Acceptable eyesight (with or without corrections)**
- **Acceptable hearing (with or without aid)**
- **Reaching, pulling, pushing, balancing, smelling**
- **Walking, standing, crawling, kneeling, bending, stooping**
- **Climbing (including ladders)**
- **Driving**
- **Meet physical requirements as indicated for State Certification**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near working mechanical parts in outdoors weather conditions and is occasionally exposed to risk of fumes, airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, risk of radiation and vibration. Most of the essential job functions will involve indoors or external exposure in a controlled setting.

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com