



<b>Job Title:</b>	<b>Fire Inspector (Non-Sworn)</b>		
<b>Department/Group:</b>	Fire Department	<b>Supervisor:</b>	Fire Chief
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$54,714.01	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Karen Paulson	<b>Date Posted:</b>	
<b>External Posting URL:</b>	<a href="http://www.madeirabeachfl.gov">www.madeirabeachfl.gov</a>	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:kpaulson@madeirabeachfl.gov">kpaulson@madeirabeachfl.gov</a> <b>Subject Line:</b> Fire Inspector (Non-Sworn) <b>Attention:</b> Recruiting or Human Resources Department		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>This position is one which requires skilled inspection and enforcement work in securing and maintaining regulatory compliance with municipal codes and ordinances governing fire prevention and safety standards in commercial, institutional, industrial, storage and high-rise facilities. This position is responsible for scheduling and conducting fire inspections within the City of Madeira Beach. Reports to Fire Chief.</p> <p>Involves responsibility for the inspection and evaluation of new and existing facilities to ensure regulatory compliance with fire safety code and ordinances. Work includes the interpretation and explanation of applicable fire safety codes and regulatory requirements. Decisions involving inspection and enforcement activities follow extensive contact with builders, contractors and the public. Required to exercise considerable judgment, firmness, tact and initiative. Work is reviewed through conferences, observation, and analysis of reports and the evaluation of results achieved. Essential functions include:</p> <ul style="list-style-type: none"> <li>• Inspects and evaluates new and existing facilities to ensure regular compliance with city fire safety codes and ordinances; issues certificates of occupancy.</li> <li>• Reviews plans and interprets applicable fire safety codes and regulatory requirements for owners, contractors and builders.</li> <li>• Investigates and evaluates citizen complaints with respect for fire hazards and fire safety codes enforcement.</li> <li>• Performs initial fire investigation to determine cause and origin.</li> <li>• Inspects fire prevention systems.</li> <li>• Educates occupants in the safety and efficient operation of alarm systems, stand pipe and sprinkler systems.</li> <li>• Prepares reports and maintains records, and other related work as assigned by the Fire Chief.</li> <li>• Provides assistance to City Code Enforcement Officer as requested by the Fire Chief.</li> <li>• Additional duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Graduate from accredited high school or possession of acceptable GED.</li> <li>• Associates degree in Fire Science preferred.</li> <li>• Previous experience in the fire inspection field preferred.</li> </ul>			



- Possession of valid Florida Class driver's license.
- Possession and maintenance of valid State of Florida Municipal Fire Safety Inspector certificate.
- Thorough knowledge of city and state regulatory codes and ordinances with respect to fire prevention safety standards.
- Thorough knowledge of approved methods and materials used in the building construction industry.
- Considerable knowledge of fire cost, fire spread contributors, fire hazards and fire travel characteristics.
- Knowledge of the geography and layout of the City.
- Ability to enforce and interpret codes, ordinances and regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective work relations with employees, builders, contractors and the public as necessitated by the work.
- Ability to communicate clearly and concisely, orally and in writing.

**PREFERRED SKILLS**

- The ability to pass a physical examination by the City's contracted physician.
- Ability to understand and follow oral and written instructions quickly.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Job tasks require frequent lifting and carrying of heavy weights (four-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, work on unsteady footing.
- Must be able to utilize a computer keyboard.

**ADDITIONAL NOTES**

A considerable amount of time is spent working inside fire station, commercial and residential facilities. Work may be performed in conditions that may often involve exertion under stressful and hazardous conditions such as hazardous materials, cramped conditions, around loud noises, and in varying and inclement weather, among others.

NOTE: Reasonable accommodation consideration will be made for otherwise qualified individuals with a certified disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

**Recruitment is open until position is filled.**

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**Submit complete application for employment to:**

**Karen Paulson, Financial Coordinator**

**City of Madeira Beach**

**300 Municipal Drive, Madeira Beach, FL 33708**