

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Fire Inspector  
**DEPARTMENT:** City Manager/Fire Administration  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs senior-level work technical or specialized work in the Fire Administration division. Performs fire inspections on all commercial and multi-family occupancies in the City. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs fire inspections and plan review; assists with fire investigations
- Re-inspects all failed inspections
- Performs fire prevention duties, including training and public education
- Serves as the on-call fire duty officer
- Coordinates the annual service and maintenance of City fire alarms, fire backflows, fire sprinklers, hood systems, and fire extinguishers
- Maintains the Community Emergency Response Team (CERT) truck
- Responds to citizen complaints and concerns
- Conducts monthly cardiopulmonary resuscitation (CPR) classes for City residents and employees
- Performs certificate of occupancy and occupational license inspections
- Conducts annual fire inspections on all commercial and multi-residential buildings
- Maintains fire inspection files and completes all required reports and paperwork
- Assists with pre-fire planning
- Periodically checks miscellaneous fire code violations
- Performs other related duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by three (3) or more years' experience in fire safety or related field; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess State of Florida Firefighter II certification and State of Florida Fire Inspector certification at time of employment.

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Must possess Broward County Rules and Appeals (BORA) certification as a Fire Inspector at time of employment or have the ability to obtain said certification within six (6) months of hire. Failure to obtain this certification within this timeframe will result in termination of employment.

Must have a State of Florida driver license, class E and provide proof of successful completion of the Emergency Vehicle Operations Course (EVOC).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of state and local building and fire codes and statutes
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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**Time Analysis for Florida Retirement Special Risk application requirements:**

- Performs fire inspections and fire plan review – 70%
- Performs fire prevention training and public education – 10%
- Assists with fire investigation – 5%
- Investigates fire code violations – 5%
- Performs certificate of occupancy and occupational license inspections – 5%
- Miscellaneous related duties – 5%

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date