

## POSITION DESCRIPTION

**Position:** Civilian Fire Inspector  
**Reviewed/Updated:** July 2024  
**Adopted By:** Fire Chief Gene Rogers  
**Established:** June 2023  
**Pages:** 5



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<b>Division:</b>	Fire & Life Safety
<b>Reports to:</b>	Division Chief, Fire & Life Safety
<b>Supervises:</b>	N/A
<b>Status:</b>	Non-Exempt/Bargaining Unit Position

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This position description is established by the South Trail Fire Protection & Rescue Service District (District) to outline the basic requirements, duties, and general responsibilities of the Civilian Fire Inspector position.

### **Summary of Position:**

The Civilian Fire Inspector conducts inspections, reviews technical plans related to construction to ensure compliance with applicable laws, codes, ordinances, and District resolutions.

The functions of this position are carried out in accordance with established policies, procedures, and past practices. Work is performed under the direction of the Division Chief, Fire & Life Safety, with considerable independence and latitude in decision-making and initiative in completing required activities or unique situations.

The incumbent is not required to be a certified firefighter, EMT, or Paramedic and is classified as a member of Regular Risk—Florida State Retirement System.

The incumbent must submit to, and sufficiently pass the District’s annual medical physical, demonstrating their ability to safely perform the functions that are associated with the position.

The incumbent may assist in District programs, drills, exercises, training programs, community and public relations, and other duties, as assigned by their management supervisor.

Work performance is evaluated through periodic documented conferences with the Division Chief of Fire & Life Safety.

This position requires regular and predictable attendance at the workplace.

The incumbent’s terms and conditions of employment are delineated within the current Collective Bargaining Agreement, Employee Handbook, and any other applicable District policies or procedures.

This position is categorized as ‘Non-Exempt’ in accordance with the *Fair Labor Standards Act* (FLSA). The functions represent the required responsibilities for the position and may not include all responsibilities. The omission of any specific statements of duties does not exclude them from the position’s performance obligations if the work is similar, related, or a logical assignment.

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### **The Civilian Fire Inspector's essential functions include, but are not limited to, the following:**

- Performs field inspections of new and existing structures and facilities.
- Conducts re-inspections and makes recommendations.
- May issue violations in accordance with District policy.
- May investigate complaints.
- May be required to serve in an on-call status and/or rotation as determined by Management.
- Uses technical knowledge to determine if the quality of materials, workmanship, and safety precautions are adequate to meet established standards.
- Uses knowledge of building and construction activities, expertise in fire protection devices, building materials, exit design/use, wall ratings, lighting, occupant capacity, and chemical/material storage to assess adequate fire safety construction.
- Ensures that all inspection/activity records entered on their behalf are complete and accurate.
- Consults with owners, occupants, and contractors to identify problems or violations; discuss and make necessary recommendations; ensure corrective action is taken.
- Supervises inspections of buildings and facilities under construction, alteration, and repair for compliance with adopted requirements and the safe application of construction practices.
- Routinely surveys the District for construction activities or public facilities requiring inspection, advises owner/contractor/occupant of violations, and initiates appropriate action to bring installation into compliance.
- Responsible for following all applicable District policies/past practices or other applicable procedures, rules, regulations, laws, and standards, as well as lawful supervisory directives or requests.
- Responsible for reporting violations of applicable District policies/past practices or other applicable rules, regulations, laws, and standards to their supervisor.
- Strives to maintain and improve efficiency and effectiveness within the scope of their assigned position/division.
- Serves as a liaison between the Civilian Fire Inspector position and the Division Chief of Fire & Life Safety.
- Maintains appropriate records, files, and progress reports on work accomplishments. Assures that records are entered and kept in accordance with District policies, guidelines, accepted recordkeeping practices, and legal requirements.
- Completes special projects as assigned.
- Participates in seminars, conferences, and training courses, as directed by the management supervisor.

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- Participates in briefings of assigned personnel and conveys changes/updates in District policies/procedures.
- May be required to operate a District-owned vehicle in accordance and compliance with all applicable District regulations/policies and state laws.
- Participates in developing goals and objectives for the Division and the District.
- While on-duty, the incumbent is expected to be available for timely consultation(s) about District matters and respond to time-sensitive issues of concern through a smartphone device, e-mail, two-way radio, or similar communication tool(s).
- Serves as an ambassador for the District and leads by example. Promotes good public relations.
- Projects a positive job attitude, promotes teamwork, exhibits accountability, and promotes respect for authority.
- May be assigned plans review duties, as assigned by management.
- Completes other reasonable and lawful duties as assigned by supervisors or management.
- Assigned tasks may require the ability to exert physical effort in carrying out activities with an emphasis on climbing, balancing, stooping, crawling, kneeling, crouching, lifting, carrying, or pushing/pulling of moderately heavy objects and materials within a range of 20-50 pounds.

### Environmental Conditions:

Incumbents may work outdoors, indoors, within enclosed vehicles, and inside temporary structures. They may be exposed to hot or cold temperatures, loud sounds and noises, cramped places, awkward positions, bright or dimly lit conditions, below and above-grade places.

### Minimum Requirements:

- State of Florida *Inspector I* Certificate.
- CPR certification, within thirty (30) days of appointment.
- Must hold a valid Florida Driver License, within thirty (30) days of appointment, that allows for operation of District vehicles; Incumbent must be insurable by District's automobile insurance carrier.
- Must acknowledge that work hours are subject to change based on the District's operational needs. For example, severe weather, complex incidents, special events, staffing shortages, local, state, or federal declared state of emergencies, and other situations determined by the District.
- Must maintain the minimum requirements of the State of Florida, as specified in F.S. 633.
- Must be a non-user of tobacco, or tobacco-like products, in accordance with Florida law and District policy.

**Note:** It is required that all credentials minimally required to hold the described position remain valid and current, in accordance with the authority issuing the credential, to remain in said position.

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### Preferred:

- State of Florida *Fire Investigator* Certificate.
- 3-5 years *Fire Inspector* Experience.

### Knowledge, Skills, and Abilities:

- Ability to operate efficiently in an office environment.
- Analyzes, interprets, and understands relevant data to make fact-based decisions, even when faced with ambiguous situations, and does so promptly and efficiently.
- Possesses knowledge and understanding of the National Incident Management System (NIMS) and the Incident Command System (ICS). This may be achieved through on-the-job training, after the incumbent accepts employment with the District.
- Demonstrates basic mechanical aptitude to perform basic repairs or maintenance.
- Consistently supports and contributes to creating a positive atmosphere within the District through honest and ethical actions supporting the District's vision.
- Demonstrates supportive behaviors; strives to be compassionate, committed, and courageous in their dealings with all.
- Maintains professional composure and resiliency when faced with adversarial situations and consistently strives to embody the highest level of personal and professional ethics.
- Helps create a harmonious, positive team environment that embodies mutual respect.
- Assists in resolving conflict(s).
- Can prioritize work when faced with multiple tasks and is willing to work as needed to meet the District's stated mission and vision.
- Receives constructive criticism well and can apply positive or negative reinforcement to their continuous improvement and professional development.
- Demonstrates effective listening and speaking skills.
- Produces clearly written and easily comprehended work products.
- Must be computer proficient and demonstrate above average competency in such programs as Microsoft Office Suite and other software packages that are routinely utilized by the Incumbent.
- Knowledgeable and aware on their use of social media as it pertains to their safety-sensitive position as a public figure who may be representative of the District.

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### Mental Requirements:

- Analyzes situations rapidly and accurately and can adopt, with or without supervision, quick, effective, and reasonable courses of action with due regard to potential surrounding hazards and circumstances.
- Recalls reasonable facts and conditions observed while under physical and emotional stressors that may be associated with the position.
- Recognizes operating faults and defects and takes initial precautionary measures.
- Understands and participates in diverse projects or programs and can balance multiple assignments.

### Summary:

This job description illustrates examples of duties, functions, skills, and knowledge that the incumbent should have to be successful in this position. Employees in this job classification should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised that the essential functions and requirements herein are subject to change at the discretion of the District based on operational and organizational needs. This job description should not be interpreted as all-inclusive or as an employment agreement between the incumbent and the District. The District reserves the sole right to amend, modify, rescind, delete, supplement, or add to the provisions of any policy or procedure.

Any essential job functions of this position will be evaluated as needed. Should the incumbent be unable to perform specific functions or requirements due to a disability defined by the Americans with Disabilities Act (ADA), upon request made by the incumbent, the District and the incumbent will engage in an interactive process to determine any reasonable accommodation for the particular disability experienced by the incumbent. The District may require the incumbent to provide medical certification of the disability and any reasonable accommodation.

### Acknowledgment:

I acknowledge and understand this job/position description and agree to perform within the parameters established by the District to the best of my ability. \_\_\_\_\_

Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print