



CITY OF COCONUT CREEK
 Department of Human Resources
 4800 W. Copans Road
 Coconut Creek, FL 33063

<http://www.coconutcreek.net>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Fire Inspector/Training Specialist**

An Equal Opportunity Employer

SALARY

\$26.08 - \$32.59 Hourly

OPENING DATE: 01/29/19

CLOSING DATE: 05/30/19

THE POSITION

GENERAL PURPOSE:

Performs senior-level technical or specialized work in the Fire Administration division. Develops, coordinates, schedules, and conducts fire and life safety public education and community outreach programs. 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.

Hours of work: Monday through Thursday 7:00 A.M. to 6:00 P.M. with overtime as needed. Days and hours are subject to change.

Hiring Range: \$26.08 - \$32.59 hourly, depending on qualifications

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- Evaluates needs within the community in order to plan, develop and implement various programs related to fire, EMS, and life safety
- Gathers, reviews and analyzes statistical data to determine what areas of the community require an emphasis in fire prevention or other life safety instruction and/or education
- Compiles data for and prepares monthly and annual reports and documentation of fire safety activities and maintains appropriate records
- Schedules and coordinates fire and life safety programs with shift commanders, and coordinates the activities of other public fire and life safety programs by fire inspection and suppression staff
- Evaluates the effectiveness of fire and life safety education programs by collecting and analyzing relevant data and statistics; analyzes current and future trends and adapts programs to meet challenges
- Conducts post-hospital release follow-up care including, but not limited to, monitoring medication, home safety assessments, to patients and residents/visitors of Coconut Creek with the purpose of providing information about existing services through public health and other agencies that provide palliative service assistance as well as other types of support

- Conducts monthly cardiopulmonary resuscitation (CPR) classes for City residents and employees
- Performs fire inspections and plan review
- Re-inspects all failed inspections
- Performs fire prevention duties, including training and public education
- Coordinates the annual service and maintenance of City fire alarms, fire backflows, fire sprinklers, hood systems, and fire extinguishers
- Coordinates the Community Emergency Response Team (CERT) and attends city events
- Responds to citizen complaints and concerns
- Performs certificate of occupancy and occupational license inspections
- 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

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

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

Must possess a Class E State of Florida driver license and be certified as a State of Florida Fire Inspector, Fire and Life Safety Educator, and Cardiopulmonary Resuscitation (CPR) instructor.

Must provide proof of successful completion of the Emergency Vehicle Operations Course (EVOC) or successfully complete it within the first six (6) months of employment in order to retain employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of life safety and community risk reduction program development and delivery methods and trends
- Working knowledge of state and local building and fire codes and statutes
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel) and ability to create presentations, training materials, and reports for a variety of audiences
- Skill in speaking/presenting publicly to a variety of audiences, from children to seniors
- 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

SUPPLEMENTAL INFORMATION

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.

ELIGIBILITY LIST CRITERIA:

An eligibility list shall be formed based on applicants who meet the minimum qualifications. Candidates on the eligibility list will be given consideration for each vacancy. Veterans' Preference shall be awarded, pursuant to Florida Statutes.

NOTE TO APPLICANTS WITH DISABILITIES:

Qualified applicants with disabilities who will need special accommodations for testing must advise Human Resources not later than one (1) week prior to scheduled testing, so that appropriate arrangements can be made.

APPLICANT SELECTED FOR HIRE MUST SUCCESSFULLY PASS PHYSICAL, DRUG TESTING AND BACKGROUND CHECK.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconutcreek.net>

OR

4800 W. Copans Road,
Coconut Creek, FL 33063

EXAM #2019-00026

FIRE INSPECTOR/TRAINING SPECIALIST

JW

Fire Inspector/Training Specialist Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes
 No
- * 2. Do you currently possess a high school diploma or GED?
- Yes
 No
- * 3. Please select your highest level of education. Please note: A copy of transcript/degree must be submitted with your application.
- High School or GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree

- None of the Above
- * 4. Do you possess at least three (3) years of verifiable work experience in fire safety or a related field, including developing, conducting and evaluating educational programs?
 - Less than three (3) years of experience
 - More than three (3) years but less than five (5) years of experience
 - More than five (5) years but less than seven (7) years of experience
 - More than seven (7) years but less than ten (10) years of experience
 - More than ten (10) years of experience
- * 5. How many years of verifiable work experience do possess as a Fire Inspector?
 - Less than three (3) years of experience
 - More than three (3) years but less than than five (5) years of experience
 - More than five (5) years but less than than seven (7) years of experience
 - More than seven (7) years but less than (10) years of experience
 - More than ten (10) years of experience
- * 6. Do you possess a valid State of Florida driver license?
 - Yes, I possess a valid State of Florida driver license.
 - Yes, I possess a valid license from another state and I understand I must obtain a State of Florida driver license prior to employment.
 - No, I do not possess a a valid state of Florida driver license and I understand that I must obtain prior to employment.
- * 7. Do you possess a State of Florida Fire Inspector certification? Please Note: A current copy of the certification must be provided with application.
 - Yes, I possess a State of Florida Fire Inspector certification.
 - No
- * 8. Do you possess a Fire and Life Safety Educator Certification? Please Note: A current copy of the certification must be provided with application.
 - Yes, I possess a Fire and Life Safety Educator Certification.
 - No
- * 9. Do you possess a Certification as a Cardiopulmonary Resuscitation (CPR) instructor?
 - Yes, I possess a Certification as a Cardiopulmonary Resuscitation (CPR) instructor
 - No
- * 10. Have you successfully completed and passed the Emergency Vehicle Operations Course (EVOC)?
 - Yes
 - No, but I agree that I must obtain within the first six (6) months of employment in order to retain employment.
 - No
- * 11. Software proficiency: (Check all that apply.)
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft Outlook
 - None of the Above
- * 12. I understand I must have working knowledge of state and local building and fire codes and statutes.
 - Yes
 - No
- * 13. I understand that I must have the ability to clearly communicate and understand information in English, both orally and in writing.

Yes

No

- * 14. I understand and meet all of the requirements of the position(s) (including but not limited to education, experience, knowledge, skills, abilities, and physical requirements), and I am able to perform the essential functions of the position(s), with or without reasonable accommodation.

Yes

No

- * 15. Describe why you desire employment in this position. Please also state any additional information you feel may be helpful to us in considering your application.

16. Total number of full years currently employed by the City of Coconut Creek:

* Required Question