



**THE CITY OF PLANT CITY
JOB DESCRIPTION**

Job Title	Fire Inspector: Non Sworn	Pay Grade	20	Class Code	
Department	Fire	Hourly Range			
Reports To	Fire Chief	Salary Range	47,028.80-70,528.60		
Revision		FLSA	Non-Exempt		

Position Summary:

This is a technical and specialized field and office work in fire prevention. Work involves responsibility for enforcement of local and State fire safety codes, laws, and ordinances, and includes inspection of commercial properties to ensure compliance and fire and life safety education. Work is performed under general supervision, according to established guidelines, and is reviewed by the Deputy Chief.

Essential Duties and Responsibilities:

- Conducts inspections of building premises and building structures for fire hazards and conformance with fire prevention laws and standards
- Maintains a continuing and thorough knowledge of fire safety codes
- Interprets and/or explains fire safety codes and other related ordinances
- Assists in processing of certificates of occupancy for business, industrial and institutional types. Conducts commercial plan reviews
- Interacts with engineers, architects, and contractors to ensure code compliance
- Inspects and tests installation and maintenance of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices
- Represents the City in the community and at public education events
- Issues corrective orders and citations for fire code violations, consults with and advises occupants regarding appropriate corrective action
- Enters inspection results into computerized database to complete inspection reports
- Maintains a variety of data and records regarding fire prevention activities
- Prepares reports and documentation of individual activities and maintains appropriate files, as required
- Maybe required to perform other duties as necessary

Minimum Qualifications:

To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and certificates or licenses required in order to fill the position.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of fire safety, fire prevention codes, laws, codes, and ordinances
- Skill in public relations and dealing effectively with people
- Ability to read blueprints
- Ability to recognize a fire hazard



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- Ability to apply fire safety codes and ordinances and to enforce all regulations tactfully, firmly, and impartially.
- Ability to speak and write effectively.
- Ability to compile and submit clear and concise reports.
- Ability to use equipment and measuring devices as they relate to testing fire protection features

Education and Experience:

- High School diploma or general education diploma (GED) and six (6) months experience in fire inspection, fire prevention or related field or an equivalent combination of training and experience
- Some college course work or degree preferred

Certificates and Licenses

- Possession of State of Florida Municipal Fire Safety Inspector's Certification (Fire Inspector I)
- Valid Florida Driver's License.

Supervisory Responsibilities:

- N/A

Essential Physical Abilities:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)			x	
Moderate lifting (15 to 44 lbs.)			x	
Light lifting (under 15 lbs.)			x	
Heavy carrying (45 lbs. and over)			x	
Moderate carrying (14 to 44 lbs.)			x	
Light carrying (under 15 lbs.)			x	
Reaching above shoulder			x	
Use of fingers	x			
Both hands required	x			
Climbing (use of legs and arms)		x		
Climbing (legs only)		x		
Good near vision	x			
Good distant vision	x			
Both eyes required	x			
Depth perception	x			



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Distinguishing basic colors	x			
Distinguishing shades of colors	x			
Good hearing (with or without hearing aid)	x			
Straight pulling			x	
Pulling hand over hand			x	
Pushing			x	
Walking		x		
Standing		x		
Crawling				x
Kneeling			x	
Bending			x	
Balancing				x
Stooping				x
Jumping				x
Running				x
Throwing				x
Driving (cars, small vans, pick-ups, etc.)		x		
Driving & operating (heavy equip., trucks, etc.)				x
Other				

Environmental Conditions:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside		x		
Work Outside		x		
In the Heat		x		
In the Cold		x		
In High Humidity		x		
In Dampness or Chilliness			x	
In Dry Conditions		x		
In or with Noisy Conditions			x	
In Darkness				x
In or with Dusty Conditions		x		
With Silica, Asbestos, etc.				x
With Fumes or Gases				x
With Smoke or Flames				x
With Chemicals				x
With Solvents				x
With Grease or Oils				x
With Radiant Energy				x
With Electrical Energy				x
On Slippery Surfaces			x	
On Uneven Surfaces			x	
In or With Moving Objects				x
In or With Ladders/Scaffolding				x



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At Heights above Ground Level			x	
Below Ground Level				x
In Water				x
With Explosives				x
With Poor Ventilation				x
With Odors				x
With Unusual Fatigue Factors				x
Other Relevant Information:				x

Emergency Responsibilities:

In the event of an emergency or disaster, an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department, Emergency Management or City Administration. Such assignments may be before, during or after the emergency/disaster.

Disclaimers:

This job description is not intended to, and does not, constitute an offer of employment or a contract for employment or the terms and condition of employment. The City of Plant City has the right to revise this job description at any time.

By signing below, I acknowledge that I have read and understand the contents of this Job Description.

Employee Name _____ Date _____

Employee Signature _____

Supervisor Name _____ Date _____

Supervisor Signature _____

HR Director Name _____ Date _____

HR Director Signature _____