



# Vacancy Announcement

Position: Fire Inspector

Posting Date: April 27, 2023

## Introduction

The City of Eustis is seeking a trustworthy, responsible individual who, under general direction, will perform technical fire inspection duties to enforce compliance with Federal, State and local Fire and Life Safety Code. Most work is performed independently with considerable use of technical judgment and discretion.

## Essential job functions

- Performs fire safety, occupational license and state required inspections for compliance with required Federal, State and local codes for both commercial and residential structures;
- Performs follow-ups and enforces compliance;
- Reviews plans for new construction, renovations, fire suppression and alarm systems;
- Conducts pre-planning and surveys on buildings for fire response;
- Creates and reviews life safety evacuation procedures for nursing homes and hospitals;
- May perform initial investigation of fires and fire hazards;
- Completes and maintains all required records, reports, forms, etc.;
- Performs public relations functions between city and citizens, various civic agencies and other fire departments;
- Presents Fire Safety and Prevention classes to all age groups;
- Performs research and conducts surveys for various reports;
- Answers complaints and assists the general public;
- Attends training sessions and seminars.

## Other job functions

- Participates in custodial, maintenance and repair duties; assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed
- Performs other related duties as required.

## Requirements

### Knowledge, Abilities, and Skills

Knowledge of fire, electrical and construction inspection codes, laws and ordinances; knowledge of the materials and methods used in general building construction, alteration and repair; knowledge of fire prevention

Ability to read and interpret plans, blueprints and specifications; significant ability to meet and work with contractors, developers and property owners to enforce compliance with various codes; ability to interpret and enforce departmental rules and regulations; ability to organize and compose detailed written and/or oral reports; ability to meet and work with the general public and other city employees; ability to make decisions in accordance with departmental policy; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked.

### Working hours

Monday through Friday, 8:00 a.m. to 5:00 p.m.

### Physical Demands

Some light physical effort is used in this position. Requires frequent walking, standing, climbing, stooping, reaching, bending, sitting; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; working in adverse environmental conditions periodically; regular driving of vehicle.

### Minimum Qualifications

High school Diploma or recognized equivalent; Florida Fire Inspector I Certification. Progressively responsible experience in fire safety and prevention preferred. Valid Florida Driver's License with an acceptable record is required.

### Salary Information

\$22.15 to \$33.17 per hour; EXCELLENT benefits (Note: Benefit information is posted on city website at [www.eustis.org](http://www.eustis.org), or call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$22.15 per hour. Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Following a thorough background investigation including a criminal history and driver's license check, the candidate will be given a conditional offer of employment. The final candidate will be required to pass a drug test and medical exam. Please read important section below.

### Closing Date

Open until closed by the City

### Contact Information

Human Resources Department  
City of Eustis

### Physical Address

109-A East Orange Avenue  
Eustis, Florida 32726

### Mailing Address

Post Office Drawer 68  
Eustis, Florida 32727

### Phone number

352-483-5472

### Fax number

352-483-0492

### Email address

personnel@eustis.org

### Important Information

Applications must be received no later than 5:00 pm on the closing date as listed above. The City may close positions that are posted with an Open closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one business day, contact 352-483-5472 or personnel@eustis.org. The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For assistance or more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call 352-483-5472. Under Florida Law, all application materials are public record and subject to public scrutiny.

The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information, sexual orientation, gender identity or any other factor protected by law. The City provides Veteran's Preference per Florida Statute 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Boulevard, Room 214, Saint Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, Florida Statute. Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms). The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing or interview, please inform the City, prior to the testing or interview date.