



Village of Key Biscayne Job Description

Job Title: Fire Plans Examiner/Inspector

Department: Fire Rescue

Summary

Technical, administrative, and supervisory work in Fire/Life Safety Code inspection and compliance for the Village of Key Biscayne Fire Rescue Department. Technical and professional level plans examination and inspection work. Includes reviewing and approving construction plans for fire code compliance, inspecting new and existing buildings for fire and life safety hazards in compliance with local, state, and nationally accepted standards, supervision of assigned personnel, and responding to emergency scenes under the direction of an incident commander. Work involves considerable public contact in the performance of duties, while determining compliance with applicable fire and life safety laws and ordinances. This employee must be able to interact and communicate effectively in both written and verbal form. The work is performed under general direction with considerable latitude in decision making, initiative and leadership within the framework of established policies and procedures. Performance is evaluated by attainment of objectives, a review of written and oral reports and through periodic conferences with supervisor. Employee works under the general supervision of the Fire Marshal.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from classification if the work is similar, related, or a logical assignment for this classification.

- Reviews and approves construction plans for fire code compliance. Inspects new and existing buildings for fire and life safety hazards in compliance with nationally, and local accepted standards.
- Reviews and approves construction plans and blueprint reviews for fire code compliance. Inspects and analyzes new and existing structures and properties for construction, occupancy, and fire protection compliance with applicable fire and life safety codes and ordinances.
- Reviews plans for all commercial and multi-residential structures, such as those intended for use as multiple- occupancy dwellings and places of public assembly and use and inspects such buildings during the course of construction for compliance with fire prevention ordinances.
- Recommends, advises, and confers with engineers, architects, contractors, property owners and/or tenants verbally and by correspondence regarding code compliance issues.
- Develops, implements, and manages fire prevention programs.
- Conducts annual inspections and enforces the Florida fire prevention code.
- Issues and revokes permits/plans.
- Keeps records and prepares reports.
- Performs other related tasks as required by the Fire Chief and/or Fire Marshal.

Knowledge, Skills, and Abilities

- Considerable knowledge of local safety laws, codes, and ordinances. Knowledge of building construction and materials as related to firefighting and fire prevention.
- Ability to read and interpret building plans and blueprints.
- Ability to prepare and maintain clear and complete records and to write reports. Ability to be firm in requiring remedy of code violations regarding fire and fire prevention.
- Ability to establish and maintain effective working relationships with property owners and business individuals, with other employees, and with the general public, and to deal with public relations problems effectively, courteously, and tactfully.
- Ability to supervise the work of others in a manner conducive to full performance and high morale.
- Ability to navigate within computer software programs. Must know Windows Operating System.

Physical requirements

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.
- Work is performed both indoors and outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 35 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

- Must meet the requirements for a building inspector as stipulated under the Miami Dade County Board of Rules and Appeals, State of Florida Department of Business and Professional Regulations, and the Florida Statutes, as applicable, be certified as a Fire Safety Inspector or NFPA Fire Plans Examiner, and have a minimum of three (3) years' experience in life safety and/or fire preventions systems plans review and approval, under the jurisdiction of the Florida Fire Prevention Code and/or Florida Building Code.
- High school diploma or equivalent.
- Completion of required state and local fire safety training programs.
- State of Florida Fire Inspector Certificate.
- Valid Florida Driver's License.

STARTING SALARY RANGE: \$53,164 – 65,000

POSITION TYPE: Full-Time, 40 hours per week

APPLICATION PROCESS:

Interested and qualified applicants should submit cover letter, resume to: Juan C. Gutierrez, Human Resources Director, Village of Key Biscayne, via **E-mail:** vkbjobs@keybiscayne.fl.gov

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Open until filled.