



CITY OF LARGO
invites applications for the position of:
FIRE INSPECTOR / NON-SWORN

An Equal Opportunity Employer

SALARY

Hourly
\$21.53

OPENING DATE: 09/25/20

CLOSING DATE: 10/16/20 05:00 PM

SUMMARY:

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 fire prevention Division Fire Chief.

This position requires a current, valid State of Florida Municipal Fire Safety Inspector's Certification. **For consideration a copy MUST be attached with your application.**

HIRING RANGE: \$44,782.00 - \$58,229.50

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts inspections of buildings and property to check for fire hazards, efficiency of fire protection equipment, adequacy of fire exits, and for general compliance with fire prevention laws and standards
- Inspects and tests installation and maintenance of fire protection and alarm systems for compliance with approved plans
- Interprets and/or explains fire safety codes and other related ordinances
- Represents the City in the community and at public education events with other City departments and outside agencies; explains and interprets Department programs, policies and activities
- Enters inspection results into a computerized database to complete inspection reports
- Issues corrective orders and citations for fire code violations, consults with and advises occupants regarding appropriate corrective action
- Maintains a variety of data and records regarding fire prevention activities
- Prepares reports and documentation of individual activities and maintains appropriate files, as required
- Performs related work as required

EMERGENCY RESPONSE STATUS: As a condition of employment, City of Largo employees will be required to work as directed during an undeclared and/or a declared emergency. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal

work location and may include duties other than those specified in the employees official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Graduate
- Six (6) months to one (1) year experience in fire inspection, fire prevention or related field; or an equivalent combination of education, training, and experience preferred
- College coursework or degree preferred
- A current, valid State of Florida Municipal Fire Safety Inspector's Certification required
- A valid Florida driver's license *or* a valid license from another state for transfer within 30 days from hire

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of fire safety, fire prevention codes, laws, codes, and ordinances.

Ability to:

- read blueprints
- perform physical fire inspections which include walking, lifting, bending, stooping, crawling and climbing a ladder
- visually recognize a fire hazard
- interact with the public in a tactful manner, and maintain an effective working relationship
- effectively communicate both verbally and in writing
- use equipment and measuring devices as they relate to testing fire protection features

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work Environment: 15% inside a climate controlled building. 85% outside which may include driving.

Physical Requirements: The essential functions of the job require: sitting approximately two (2) hours per day, standing approximately one (1) hour per day, and walking approximately five (5) hours per day. The work requires frequent: bending/stooping, climbing, crawling, fine manipulations, grasping, kneeling, pulling, pushing, reaching, repetitive motion, lifting/carrying objects weighing up to 15 pounds; lifting/carrying objects weighing 15 to 44 pounds, and lifting/carrying objects weighing 45 pounds and over.

Sensory Requirements: Hearing: Ability to hear normal conversation in person and on the telephone. Speaking: Ability to communicate orally with others in person, on the telephone, and while giving presentations to groups. Seeing: Ability to see and read computer monitor screens, operate a vehicle, and read fine print.

Driving Requirements: The work requires frequent driving and possession of a valid Florida Driver's License.

Office Machines: The work requires the ability to operate the following office machines: telephones, computers, printers, and related standard

business machines.

Other Machines: The work does not require the ability to operate other machines.

Tools: The work requires proficiency with measuring wheels and calculators.

IMPORTANT INFORMATION:

Yes - DRUG TESTING (Safety Sensitive)

No - CHILDCARE FINGERPRINTING

No - FDLE AND CJSTC SECURITY CLEARANCE: As mandated by the FDLE, CJSTC and the Largo Police Department, this position may be subject to additional security clearances due to access to the police department facility or police department's electronic data.

The City of Largo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

APPLICATIONS MUST BE OBTAINED AND FILED ONLINE.
COMPUTER TERMINALS ARE AVAILABLE IN THE HUMAN RESOURCES LOBBY FOR YOUR CONVENIENCE.

City Hall, Human Resources Department
201 Highland Ave NE
Largo, FL 33770

FIRE INSPECTOR / NON-SWORN Supplemental Questionnaire

- * 1. Please indicate your educational level:
 - High School or GED
 - Some College Courses
 - Bachelors
 - Masters
- * 2. Please list your degree program below. If High School only, enter NA.
- * 3. Please select from the following if you have a current certification(s) named below. (check all that apply). If none, select N/A.
 - Inspector II Certification
 - Plans Examiner Certification
 - Investigator I Certification
- * 4. Please indicate your experience in fire inspection, fire prevention or directly related field
 - None
 - At least 6 months to 1 year
 - 2 to 4 years
 - 5 or more years
- * 5. Do you have a current, valid State of Florida Municipal Fire Safety Inspector's Certification and is it attached to your application? An answer of 'No' will disqualify you from further consideration.
 - Yes
 - No

- * 6. This position requires the ability to provide positive customer service (even when delivering difficult information) and to meet and deal courteously with the general public using tact and discretion. Can you meet these qualifications?
 - Yes
 - No
- * 7. Largo Fire Rescue policy states employees must have no body ornaments (tattoos / body piercings, etc.) on the face, neck, hands or fingers. Arm tattoos deemed offensive will require a fire fighter to wear a long sleeve uniform shirt that covers the visible tattoos under our new uniform policy. Can you comply with this policy?
 - Yes
 - No
- * 8. All minimum qualifications for this position are listed on the job posting. If you do not meet each qualification, please explain how you feel you have the equivalent combination of experience and education. For example, I have only a few months of experience in conducting fire inspections, but I have a bachelors degree in Fire Safety. Please consider my degree to fulfill the 6 - 12 mos experience requirement. If you meet all minimum qualifications, please enter NA.

* Required Question