



FIRE INSPECTOR/FIRE MARSHAL

Auburndale Fire Department

MAJOR FUNCTION: This is specialized work in fire codes and ordinances. Performs a variety of administrative and technical work related to fire prevention, fire education programming and fire inspection activities. Work is performed under the general direction of the Fire Chief / Deputy Chief as related to prevention activities.

ESSENTIAL DUTIES: Performs assigned duties necessary to enforce fire codes, perform fire inspections, conduct fire education programs, and promote overall fire prevention efforts within the City of Auburndale. Inspects existing structures, construction and remodel sites for compliance with applicable fire codes and ordinances. Participates in the inspections of sprinkler systems and elements of fire prevention and protection systems. Provides technical assistance and coordination with the Building Official and Code Enforcement to resolve compliance issues with property owners and occupants, within scope of knowledge and authority, to ensure life safety codes are met and enforced. Explains, interprets and enforces regulations and codes with firmness, tact and impartiality. Assists the Building Official in reviewing plans for new and existing businesses. Maintains a variety of data and records regarding fire inspection and prevention activities; prepares reports and other documents as required, including the recommendation, creation, and evaluation of jurisdictional requirements that reduce risks in and to the community via a Community Risk Reduction (CRR) plan. Reports are given at monthly staff meetings on activities in the community that are pertinent to the suppression division. Helps facilitate pre-fire plans, walk through and familiarization of current businesses. Responsible to perform duties necessary to develop, plan, and conduct various fire prevention and safety educational programs (e.g. Knox box, smoke detector, youth, fire extinguisher, fire prevention week, etc.). Assists admin staff in coordinating and documenting essential department training activities. Attends conferences and meetings to keep abreast of current trends in fire ground safety and fire prevention activities. Maintains contact with general public, department officers and other City officials in the performance of fire department activities. Performs other Fire Department duties as assigned.

KNOWLEDGE, EDUCATION, EXPERIENCE: Thorough knowledge of and ability to read, understand, and enforce applicable State of Florida Fire Codes, Florida Building Codes, NFPA Standards and City Ordinances. Extensive knowledge of fire prevention and safety education. Knowledge of modern fire suppression and emergency medical services principles, procedures, techniques, and equipment. Knowledge and ability to use computer and City's inspection software to perform the duties of the position. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors, customers and the general public is essential.

Graduation from High School or G.E.D. and an Associate's Degree in Fire Science or related field is required. Bachelor's Degree in Fire Science, Engineering or related field is preferred.

Candidate must possess a valid Florida Driver's License, Florida Certificate of Compliance, Florida Emergency Medical Technician (EMT) License, State Certified Fire Safety Inspector certification, Fire Officer I certification, and Instructor I certification. Fire Inspector 2 is preferred. If applicable, the candidate must be able to obtain Fire Inspector 2 within one (1) year of hire. Any equivalent combination of education and experience will be considered.

WORK SCHEDULE: Monday – Friday, 8:00 am – 5:00 pm

HIRING RATE: \$70,335 - \$78,284, DOQ

CLOSING DATE: Open until filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Fire Department at 100 Ariana Avenue. Applications can also be downloaded online at www.auburndalefl.com.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.