

**Title:** Fire Safety Inspector  
**PG:** 51  
**Status:** Civil Service  
**Position Reports to:** Fire Marshal  
**Department:** Fire

**Class Code:** 4007  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible inspection and specialized investigatory work in enforcing fire prevention laws, ordinances and rules in promoting the development and use of effective fire prevention methods through public education. An incumbent also performs investigations where arson is suspected. Work is normally performed independently under the general direction of the Fire Marshal.

**ESSENTIAL FUNCTIONS:**

1. Review of sprinkler, alarm, and fire suppression systems.
2. Conduct tests on sprinkler, alarm, and fire suppression systems.
3. Assists the Fire Marshal in administering the Fire Safety Management Division; assists in preparing changes in fire and safety regulations and in the preparation of major reports.
4. Investigates all fire in the city limits and determines causes and origins; maintains records of fire investigations and arsonists; investigates fire scenes for arson and prepares cases for prosecution; works alone or with other police agencies on interrogation, apprehension, arrest and conviction of arson suspects.
5. Cooperates with the State Fire Marshal's office and other law enforcement agencies in the state and county on the prosecution of arson cases; works with insurance companies; counsels juveniles on the dangers of setting fires.
6. Investigates complaints and reports of hazardous conditions; checks all illegal burning in the City; writes and issues legal notices when required.
7. Inspects commercial, industrial, institutional and multi-family dwellings for fire hazards, efficiency of fire protective equipment and general compliance with fire prevention regulations.
8. Instructs owners in the removal of fire hazards and initiates proceedings to induce compliance with fire prevention regulations when necessary.
9. Provides demonstrations to businesses on fire safety and the use of extinguisher and hoses. Helps to set up employee fire brigades.
10. Works with Health and Rehabilitative Services on congregate living facilities, fellowship dining and foster care homes; work with building, electrical, zoning and risk management departments on city codes.
11. Checks installation of all above and underground flammable and combustible liquid storage tanks.
12. Gives talks and shows films to students and civic organizations on fire safety and fire hazards. Gives demonstrations to hospital employees on the proper way to put out a fire and safely remove victims from a life threatening environment.
13. Inspect buildings during all phases of construction.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of mechanical, chemical and related characteristics of a variety of flammable, explosive and similar materials.
2. Knowledge of federal, state and city fire prevention laws, codes and regulations.
3. Knowledge of rules and regulations of the Fire Department or the ability to rapidly acquire such knowledge.

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4. Ability to plan, train, organize and supervise the work of subordinate employees engaged in fire prevention work.
5. Ability to establish and maintain effective working relationships with co-workers, property owners, officials, and the public.
6. Ability to enforce regulations firmly, tactfully and impartially.
7. Ability to express ideas clearly, both orally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job could risk exposure to environmental hazards (combustibles/construction sites/fire scene investigations).

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Completion of an associate degree and two (2) years experience in code enforcement, law enforcement, or related field or completion of Fire Officer I courses.
2. Six (6) years experience as a firefighter with an organized fire department.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be certified by the state of Florida as a Fire Inspector upon employment.
4. Must obtain a Certification of Compliance as a State of Florida firefighter within eighteen (18) months of employment.
5. Must obtain a Certification of Compliance as a State of Florida police officer within eighteen (18) months of employment.
6. Must live within Lakeland Electric service territory within one (1) year from date of employment.
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.