

FIRE INSPECTOR IV

SUMMARY: Performs limited supervisory functions of Fire Inspector I and Fire Inspector II personnel. Under limited supervision, performs arson investigations; reviews professional engineering work involving application of fire science and engineering principles to protect citizens and their environment from destructive fire through conducting analysis of fire hazards, examination of construction plans, and/or inspections of structures or construction sites to ensure compliance with applicable City, fire safety, and life safety codes.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Interprets, explains, applies, and enforces compliance with provisions of local fire prevention and life safety codes, National Fire Protection Association codes, State Fire Marshal Uniform Regulations, and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches codes as necessary; initiates any actions necessary to correct deviations or violations.
2. Utilizes judgment and an understanding of the basis for design to evaluate prescriptive and performance based designs with engineering analysis and to provide alternate methods for construction/design of structures.
3. Examines proposed plans for residential/multi-unit structures and commercial/industrial structures to determine architectural, structural, and fire/life safety integrity and compliance with applicable regulations/standards; reviews submitted permit applications, building plans, blueprints, construction plans, and related construction documents for conformance with all applicable guidelines; evaluates proposed construction plans for adequacy of built-in life safety features/systems.
4. Meets with permit applicants, design professionals, and affected agencies to determine applicability of fire codes or regulations.
5. Approves or disapproves proposed plans in accordance with applicable codes, standards, and regulatory requirements; discusses regulatory requirements, problem areas, or disapproved items with permit applicants, property owners, architects, engineers, contractors, and other individuals to obtain plan changes necessary for approval; provides alternate methods of design and recommends solutions to problems; makes decisions regarding feasibility of deviations from codes under various conditions.
6. Conducts field inspections of new residential, multi-unit, commercial, and industrial structures in the City for architectural and structural integrity to ensure compliance with fire codes.
7. Provides technical information and assistance concerning fire/life safety codes, requirements, deficiencies, violations, and related issues; interprets fire codes and technical information; responds to questions or complaints.
8. Maintains current resource/support materials such as code books, law books, ordinances, maps, manufacturer listings, computer files, policies/procedures, manuals, or other materials for reference purposes, to determine applicable codes and regulations, and to determine possible contributing factors to fire incidents; maintains, organizes, and updates records/files to facilitate proper identification, retrieval and storage.
9. Compiles or monitors various data; analyzes data, establishes fact, identifies trends, and draws logical conclusions; summarizes data and prepares reports.
10. Provides budgetary input; assists in monitoring expenditures to ensure compliance with approved budget.
11. Prepares or completes various forms, reports, correspondence, comment sheets, billing reports, position statements, technical study reports, statistical analyses, training reports, or other documents.
12. Receives various forms, reports, correspondence, billing data, permit applications, blueprints, construction plans, building plans, technical journals, abstracts, maps, laws, codes, ordinances, rules, regulations, standards, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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13. Operates a motor vehicle, personal computer, general office equipment, drafting instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.
14. Communicates with supervisor, employees, other departments, City officials, property owners, contractors, builders, engineers, architects, design professionals, plan reviewers, inspectors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or give/receive advice/direction.
15. Attends meetings and makes presentations as needed.
16. Maintains a comprehensive, current knowledge of applicable laws, regulations, policies, and procedures; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
17. Assumes control of fire scenes and provides for the security of evidence until completion of the investigation.
18. Prepares investigation reports.
19. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of supervisory principles and practices.
- Knowledge and experience in the use of computer based fire modeling.
- Thorough knowledge of city, state and national fire codes, including the State Fire Prevention Code.
- Knowledge of standard building codes.
- Knowledge of the construction industry.
- Knowledge of collective bargaining agreements
- Skill in reading blueprints and specifications.
- Skill in analyzing situations and drawing conclusions.
- Ability to conduct thorough investigations and inspections, and to prepare detailed and adequate records for use in legal proceedings.
- Ability to communicate effectively with the general public.
- Ability to recognize fire hazards and ensuring necessary modifications.
- Ability to apply Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to apply Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work generally involves work in an office setting and occasionally moderate work in an outdoor setting. This position is exposed to hazardous conditions on a frequent basis. There is frequent need to stand, stoop, walk, sit and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree in Fire Science or closely related field; supplemented by six (6) years previous experience and/or training that includes fire protection engineering, construction plan review, fire inspection, fire/life safety code interpretation, and building construction trades; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain Florida State Certification as a Fire Safety Inspector I and Fire Investigator I. A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.