

**MAJOR FUNCTION**

This is advanced technical inspection work relating to fire safety and securing compliance with fire codes covering building construction, alterations, and repairs. Work is performed in both the field and office and requires independent judgment. Assignments are reviewed by a superior through written and oral reports as well as by re-inspections.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews plans, drawings, and blueprints. Inspects all work for compliance with appropriate code(s) and construction drawings. Issues verbal orders for work found in violation of code(s). When necessary, issues a "Stop Work" order and advises supervisor immediately. Mechanical field inspectors may perform quality control/quality assurance tasks on special projects. Records all inspections on computer daily. Assists in prosecution of code(s) violators not correcting their work as directed. Prepares written reports of inspection findings. Performs related work as required.

Fire Inspectors enforce Tallahassee City Ordinance, Chapter 10 (Fire Protection and Prevention).

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of and ability to read, interpret, and enforce appropriate code(s) with good judgment, firmness, and impartiality and to read and interpret technical drawings, plans, and blueprints. Considerable knowledge of and proficiency with inspectional procedures. Considerable knowledge of the legal procedures related to the enforcement of the code(s). Ability to tactfully lead the public into voluntary compliance with the code(s). Ability to adequately present an oral or written report. Ability to detect hazardous conditions, particularly those immediately endangering life, health, and safety. Skill in the use of computers and associated programs and applications necessary for successful job performance. Ability to adequately present an oral or written report. Skill in the use of computers and associated programs and applications necessary for successful job performance

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and five years of experience in work involving building inspection, construction supervision or design; plumbing, electrical, HVAC or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess, at the time of application, a valid Fire Safety Inspector certification issued by the State of Florida or obtain a Fire Safety Inspector certification within one year of appointment and maintain certification as a condition of continued employment.

Note: All Inspectors must possess a valid Class E State driver's License at the time of appointment.

Established: 04-14-25