



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Fire Inspector/Investigator

Hiring Range: \$20.98 - \$26.06 per hour

Pay Range: \$20.98 - \$31.13 per hour

Announcement Date February 2, 2018

Fire Rescue Department

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under the direction/supervision of Fire Marshal, incumbent performs inspections of buildings and various installations for fire hazards and fire code compliance. Occasionally performs or assists fire cause investigations. Duties may involve an element of personal danger and incumbent must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Inspects buildings and various installations for fire hazards and compliance to fire prevention codes, laws and ordinances.
- Responsible for field enforcement of fire prevention codes, laws and ordinances, including preparation of cases for magistrate hearings.
- Defines and explains fire codes, laws and ordinances to professionals, such as contractors, architects and engineers.
- Conducts site inspections, including special event sites for compliance to fire prevention codes, laws, and ordinances.

- Prepares inspection billings and maintains the fire billing database in software such as Pentamation.
- Occasionally conducts investigations as to the cause and origin of fires and may be subject to off duty call back for such investigations.

Minimum Qualifications and Education/Licenses and Certifications

High School Diploma or equivalent. Associates degree or better in related field is preferred. A minimum of one (1) year of field work in fire code inspection and investigation experience is preferred.

Attend and satisfactorily complete informal or formal educational courses or training programs as required.

Must maintain a current State of Florida Fire safety Inspector I certification and State of Florida Fire Investigator I Certification. An Inspector II certification is preferred.

Incumbent must possess and maintain a valid Florida Driver License.

Essential Physical Skills and Environmental Conditions

Tasks involve frequent walking at times over rough or uneven surfaces, sitting, standing, reaching, pushing, pulling, bending, stooping; some lifting and carrying objects of moderate weight (30 plus pounds); and/or the operation of vehicles, office, shop keyboard or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Tasks may involve extended periods of time at a keyboard.

Satisfy medical, physical, and psychological demands of position, including fit testing and use of SCBA and filter masks. Task requires that work may be performed in adverse environmental conditions, close quarters or limited space areas and possible hazardous conditions including, but not limited to: chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting, and related hazards Task requires sound, odor, visual, color, texture and depth perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources. Department Applications for employment must be sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.