

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2021**

**POSITION TITLE: ASSISTANT FIRE CODE OFFICIAL**

**GENERAL DESCRIPTION OF DUTIES**

Under the direction of the Fire Chief, performs technical supervisory work in directing fire-prevention related activities. Which includes, but is not limited to, inspections plans approval, occupational licensing and building permits, certificates of occupancy, fire investigations, fire safety public education and responding to Fire-Rescue related emergencies. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs duties of City's Fire Code Official/Fire Marshal in his or her absence.

Promotes public relations and educational seminars for the public delegated authority to subordinate employees to enforce the provisions of the fire codes and building codes.

Oversees the research and preparation of recommendation regarding fire protective/preventive legislation.

Assists in the preparation of the budget and expenditures related to fire prevention activities. . Assists with the planning, organizing, directing, supervising, training scheduling and coordinating of fire prevention personnel.

Oversees pre-fire planning with businesses; examines and approves architectural drawing.

Represents Fire-Rescue Department on City Development Review Committee

Oversees fire safety inspections, such as annual re-inspections of violations, minimum housing, certificate of occupancy and occupational licenses; issues fire safety inspections reports, fire safety inspections and other fire related duties.

Prepares periodic reports, such as Monthly Fire Prevention; attends staff meetings and chairs Quality Assurance meetings.

Recognizes hazardous material situation; makes identification of unknown substances through the use of specialized testing equipment; sets up decontamination procedures; assists agencies in the removal/disposal of hazardous materials.

The list of essential functions, as outline herein, is intended to be representative of the task performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Oversees station tours; provides public information, where authorized. Attends various community and municipal meetings as the Fire-Rescue Department representative; serves on boards and committees as requested

## ASSISTANT FIRE CODE OFFICIAL

Performs duties of Firefighter, EMT, or Paramedic as required.

Performs routine office functions, such as filing, faxes, answering phones, and copying.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

(10) Years of service as a Firefighter, supplemented by (5) years' work experience as a Fire Inspector. Maintain the following certifications; Florida Municipal Fire safety Inspector, Florida Fire Fighter, Florida Fire Investigator and Florida EMT or paramedic, Must also be certified by the Broward County Board and Appeals as a Fire Inspector with Fire Plans Examiner preferred. Shall obtain Florida Fire Code Administrator certification within 36 months from being hired or promoted.

### **SPECIAL REQUIREMENTS**

Must meet one of the following qualifications as established by the Broward County Board of Rules and Appeals:

- An Engineer and/or a Degree in Fire Science and/or a Degree in Fire Prevention and shall have been certified as County Fire Inspector for three (3) years.
- A County Certified Fire Plans Examiner with at least five (5) years of experience within the jurisdiction of FFPC.
- Ten (10) years' experience as a Fire Inspector, with at least five (5) years of experience which shall have been within the jurisdiction of FFPC and shall be a Broward County and State of Florida Certified Fire Inspector.
- Have been fulfilling the duties of a Fire Marshal/Fire Code Official with five years continuous service as such.
- Possesses a certification issued by the State Fire Marshal as a Fire Code Manager/Administrator in accordance with NFPA 1037 with a total of six (6) years' experience as an fire plans examiner and inspector in Florida

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Further, requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to other on how to apply procedures and standards to specific situations. Also, requires the ability to apply principles of persuasion and/or influence.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, requiring the monitoring, adjustment, regulation and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety if reference, descriptive, and/or advisory data and information.

## ASSISTANT FIRE CODE OFFICIAL

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert extremely heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate tastes. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Task may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, electrical currents, explosives, violence, bright/dim light, noise extremes vibrations machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.