



Position Title: Fire Inspector – Community Risk Reduction (CRR)
Position Number: 005
Department/Division: Community Risk Reduction (CRR)
Exemption Status: Non-Exempt
Immediate Supervisor: Fire Marshal
Normal Work Schedule: Mon-Fri, 8 hours/day

Brief Description of the Position:

This position is responsible for conducting fire safety inspection in accordance with all State, Federal, and County codes, rules, regulations, resolutions, and ordinances for the district. This position requires a self-motivated individual with the ability to multitask. The individual will be representing the Department during their daily activities.

This position will work under the general supervision of the Fire Marshal.

Fire Prevention contains five (4) distinct activities; Fire Code Inspection & Enforcement, Fire Life Safety Plan Review, Fire Protection Systems, and Public Education–Special Event programs.

Responsibilities and Essential Job Functions:

The duties recorded below represent the position's duties and are not intended to cover all the duties performed.

Work involves the implementation of the Fire Districts Inspection programs, participating in on-site inspections of structures for the detection and removal of fire hazards, and coordinating promotional and educational work fire safety. Participate in the planning, organization, and conducting of district-wide fire prevention and educational programs and Fire Alarm and Inspection billing. Work is performed with considerable independence of judgment in directing fire inspections, and in formulating policy recommendations. Ensures that there is a uniform application of the adopted codes and standards.

Serves as a consultant to the public, construction professionals, and to the business community regarding fire and life safety issues. Shall help implement policies that clarify the intent of the fire codes as adopted to ensure the uniform application of these codes.

Shall perform inspections and/or fire prevention activities and is required to assist the Fire Marshal in developing and implementing other community/department-based projects as directed.

Address civic clubs, homeowner associations, and other groups regarding activities and programs of Public Safety and promote public understanding of Public Safety's functions and promote Community Risk Reduction awareness in the community.

May respond to major incidents or events and fill positions within the Incident Command System as directed by the Fire Chief and/or Fire Marshal. Functions in the Emergency Operations Center as the Department Liaison. Serves on various Committees and Task Forces including the Florida Fire Marshals Association, the National Fire Protection Agency, and International Association of Arson Investigators.

Minimum Training and Experience:

- High school graduate
- Current and valid Florida Class E Driver's License.
- Current and valid Florida Fire Safety Inspector I certification.

Preferred Qualifications:

- Associate degree or higher
- Current and valid Florida Minimum Standards Firefighter Certification.
- Current and valid Florida EMT or Paramedic Certification.
- Florida Fire Investigator certification.
- Experience in the installation and/or maintenance of fire protection systems

Job Competencies:

- Knowledge of fire safety codes (Standard Fire Prevention Code, Life Safety Code, and other related NFPA standards), the ability to analyze facts, and exercise sound judgment in the supervisory conduct of fire safety inspections.
- Ability to communicate effectively verbally and in writing.
- Ability to prepare clear and concise reports.
- Ability to make presentations to citizens, civic and governmental organizations.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations, as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to improve customer satisfaction continuously.

Technical Skill: Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Comprehensive application: Consequences of work affect large groups as well as the customer base at large.

Physical Demands

Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10- 25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires standing, sitting, walking, carrying, lifting, reaching, bending, twisting, fine dexterity, vision, hearing, talking, and foot controls.

Machines, Tools, Equipment, and Work Aids: Telephone, protective equipment, automobile, calculator, radio, adding machine, video equipment, pager, portable telephone, fax machine, familiarity with tools and equipment utilized in fire suppression, technical rescue, and hazardous materials incident response.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Health and Safety: Rare exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, infectious diseases, physical danger, or abuse.

Non-Physical Demands

Frequently requires pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working in a team environment, in a noisy/distracting environment.

**ENGLEWOOD AREA FIRE CONTROL DISTRICT
APPLICATION PACKAGE**



ENGLEWOOD AREA FIRE CONTROL DISTRICT

Headquarters
579 S. Indiana Avenue
Englewood, FL 34223



Phone: (941) 474-3311
Fax: (941) 473-2600
www.inglewood-fire.com

Dear Applicant:

The Englewood Area Fire Control District is pleased that you are submitting your application for employment with our Fire District. We are committed in serving our community and in the training of our Firefighters.

The Englewood Area Fire Control District provides service to approximately 83 square miles. We operate six (6) Fire Stations that are strategically located. The Englewood Area Fire Control District sits within two counties, Sarasota, and Charlotte County. We provide fire suppression services, first response medical services, hazardous materials response and marine fire-rescue services and other related services to our community.

The Englewood Area Fire Control District also operates its own Fire Academy that provides state of the art Fire and Medical Training to our employees as well as conducting Florida minimum standards courses and the High School Fire Program for the Charlotte County School Board.

Your application and the required documentation are to be submitted to the Administration Center located at 579 S. Indiana Avenue, Englewood, Florida. Office hours are Monday through Friday, 0800 hours to 1600 hours.

Again, thank you for your application and good luck!

Sincerely,

Kevin Easton
Fire Chief



Candidate Application Packet Instructions

The candidate application packet must be completed and turned in prior to the candidate being eligible for the application process to begin. Along with the application required paperwork, the candidate **must** also provide the following documents along with their application:

Preferred Qualifications

- Copy of your birth certificate
- Copy of your social security card
- Copy of your High School Diploma or GED
- Copy of your current and valid Florida Class E Driver's License
- Current and valid Florida Fire Safety Inspector I certification

Additional/Preferred Qualifications

- Copy of your Associate Degree or Higher
- Copy of your current and valid Florida Minimum Standards Firefighting Certification
- Copy of your current and valid Florida EMT or Paramedic Certification
- Copy of your current and valid Florida Fire Investigator Certification
- If a veteran, copy of your DD-214

All certifications must be valid current Florida certifications.

Please follow these directions when assembling your application and documents

- Assemble one set of documents in the order listed above.
- **DO NOT** staple, bend, or bind your personal materials in notebooks, sheet covers or other materials. Paper clipping the documents is acceptable.
- Please make certain that your information is written clearly; black or blue ink only. Also please print your name clearly at the top right-hand corner of each page.
- All pages must be standard 8.5" x 11". Copies and/or the application can be provided in black and white.
- If you cannot get a copy of your High School Diploma, applicants can submit a copy of their transcript which indicates a date of graduation.



APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above application are true and complete. I authorize the Englewood Area Fire Control District to verify this information and to obtain reference information by contacting educational institutions, references, or employers, and to rely on and use such information as they see fit. I hereby release the Englewood Area Fire Control District from all liability that could result from obtaining and having an employment decision based on this information. The application and all information submitted during this application process is the property of the Englewood Area Fire Control District.

I understand that if granted employment, falsified statements of any kind or omissions of facts called for on this application, regardless of time of discovery, shall be grounds for dismissal.

I understand that all medical information that is submitted is confidential and protected under Federal Law. I hereby agree to allow the Englewood Area Fire Control District to review this information for the employment process.

I understand that should an offer of employment be made to me and accepted by me, I will fully adhere to the Englewood Area Fire Control District's Rules and Regulations, General Orders, Standard Operating Procedures, Medical Treatment Protocols, and other such documents.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Headquarters
579 S. Indiana Ave
Englewood, FL 34223



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Fax: (941) 473-2600
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APPLICATION OF EMPLOYMENT

APPLICANT INFORMATION		Date:
Last Name	First	M.I.
Street Address		Apt/Unit #
City	State	Zip Code
Phone	Email Address	
Date Available	Social Security #	
Position Applied For		
Driver's License No. *		State Issued
Driver's License Class	Expiration Date	
* Please attach a legible copy of your Driver's License.		

EMPLOYMENT HISTORY (most recent first)	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

Company		Phone	
Address		Supervisor	
Job Title		Employment from:	to:
Responsibilities and Duties			
Reason for Leaving			
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY			
Company		Phone	
Address		Supervisor	
Job Title		Employment from:	to:
Responsibilities and Duties			
Reason for Leaving			
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION			
High School			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other			
Address			
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

BACKGROUND INFORMATION

Have you ever been employed by the Englewood Area Fire Control District?	If yes, when? From	To
Reason for leaving?	Position	
To the best of your knowledge, have you or anyone in your immediate family worked for an individual or company that provides goods or services to the District?	If yes, when? From	To
If yes, provide details.		
1) Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
3) Have you ever been convicted of or pled nolo contendere (no contest) to a First-degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
4) Have you ever been a defendant in a lawsuit involving an intentional tort? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
5) Are you now on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? From	To
Reason		
6) Have you had a traffic violation in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
7) Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	

VETERANS' PREFERENCE INFORMATION

Only residents of the State of Florida are eligible for Veterans' Preference.

Are you a resident of the State of Florida who will be claiming Veterans' Preference? Yes No

FOR FLORIDA RESIDENTS: No – I am not a Florida resident. No – I do not qualify for Veterans' Preference.
 Yes – I am a current employee and I have used my Veterans' Preference.
 Yes – I am a Florida resident; I qualify for Veterans' Preference and I have attached my DD214.

Are you claiming Veterans' Preference? Yes No

If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming?
 Veterans' Preference Category 1 Veterans' Preference Category 2 Veterans' Preference Category 3
 Veterans' Preference Category 4 Veterans' Preference Category 5

If you stated that you were "a veteran of any war. . .". Please indicated the war here:

- WWII: December 7, 1941 thru December 31, 1947 Korean Conflict: June 27, 1950 thru January 31, 1955
 Vietnam Era: February 28, 1961 thru May 7, 1975 Persian Gulf War: August 2, 1990 thru January 2, 1992
 Operation Enduring Freedom: October 7, 2001 to be determined. Operation Iraqi Freedom: March 19, 2003 to be determined

IMPORTANT INFORMATION

- 1) Englewood Area Fire Control District does not discriminate based on race, religion, color, sex, age, notional origin, marital status, or disability. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process is required to make known the need for an accommodation to the appropriate District staff members.
- 2) Your application will **not** be considered unless complete answers are provided to all questions on this application. Resumes may be submitted as supplements but cannot be accepted in lieu of any part of this application.
- 3) An employee appointed to fill an established position on a full-time or part-time basis will be given Probationary Status for a period designated for the class. During this probationary period any requirements for license(s), certificate(s) and training as stipulated in the Minimum Qualifications for the class (position description) or Englewood Area Fire Control District's Rules and Regulations must be successfully completed. The probationary period may be extended at management's discretion. Management reserves the right to separate employees in the initial probationary period without the right to procedural due process in accordance with the District's Rules and Regulations.
- 4) Englewood Area Fire Control District makes every effort to accommodate individual preferences. However, work needs, District emergency preparedness (such as hurricanes) and schedule changes may make the following conditions mandatory, overtime, shift work, a rotating work schedule other than Monday through Friday, job reassignments and locations.
- 5) Successful completion of a driver license background check is a requirement for employment. Employment offers to successful candidates are conditional. Candidates given a conditional offer of employment are required to consent to and pass a pre-employment criminal background check, a pre-employment physical examination and a pre-employment substance screening test. A credit report may be required for certain positions. If so, you will be asked to sign a separate release in compliance with the Fair Credit Reporting Act at the time of offer.
- 6) All applicants accepted for employment must be in possession of an official social security card and must have demonstrated their eligibility to work according to Federal Law.
- 7) Certain positions with the Englewood Area Fire Control District may require the applicant to be eligible for bonding, eligibility for bonding will be consideration for determining an applicant's fitness for such position.
- 8) A false answer or a material omission to any question in this application may be grounds for not employing you, or for dismissing you after you begin work, which may negate continuing benefits for which you may otherwise be eligible.

APPLICANT'S AFFIRMATION

I understand that the Englewood Area Fire Control District may verify employment and education credentials at any stage at any stage of the hiring process. I hereby give the Englewood Area Fire Control District permission to make a thorough investigation of my entire work and educational records and to verify all other data I have provided, except where otherwise indicated. It is my understanding that this application, by law, will become public record when submitted and that the Fire District cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the Fire District from time to time for job-related information. I hereby authorize the Fire District from time to time, for job-related information. I hereby authorize the Fire District to provide factual job-related information to potential employers upon request. I have read and understand all of the information and agree to the terms provided herein and I hereby release the Englewood Area Fire Control District and others from any liability which may result from furnishing the information requested above. All requests for information have been completed as fully and accurately as possible and I recognize that any material misrepresentation or pertinent omissions of fact in my application may disqualify me from employment with the Englewood Are Fire Control District.

Sincerely _____ Dated _____