



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Freda Gellerstein, (954)797-1010

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR SENIOR FIRE INSPECTOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: Pursuant to a request from the Interim Town Administrator and Acting Deputy Fire Chief, the Town of Davie retained DMG-MAXIMUS to develop a job description and recommend a pay grade assignment for the class specification for Senior Fire Inspector. The incumbent in the position shall be paid pay grade 530/7 which is a salary of \$77,361.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT: Not Applicable

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, DMG-MAXIMUS Correspondence, Class Specification

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF SENIOR FIRE INSPECTOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie retained DMG-MAXIMUS to develop a job specification and recommend a pay grade assignment for the position of Senior Fire Inspector; and

WHEREAS, DMG-MAXIMUS has evaluated the job specification for a Senior Fire Inspector; and

WHEREAS, Town of Davie recommends that the Town Council adopt the class specification for Senior Fire Inspector in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for the Senior Fire Inspector, is hereby created in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000.



August 30, 2000

Mrs. Freda Gellerstein
Personnel Coordinator
Town of Davie
6591 Orange Avenue
Davie, Florida 33314-3339

Dear Freda:

An evaluation of the position of Senior Fire Inspector indicates that the pay range for the position should be \$45,500-\$62,000. However, the incumbent in this position can be placed at the recommended pay rate of \$77,395.

If you have any questions or concerns, please feel free to contact me at (843)406-7761. Thank you very much for your time and have a great day!

Sincerely,

A handwritten signature in cursive script that reads 'Christi Lane Johnson'.

Christi Lane Johnson
Consultant
DMG-MAXIMUS, INC.

CLASS SPECIFICATION

SENIOR FIRE INSPECTOR

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates and implements fire prevention programs and activities, conducts thorough fire inspections. Reports to Fire Marshall.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Reviews site, construction, architectural, engineering plans and shop drawings for compliance with all applicable fire codes and regulations.

Conducts thorough fire inspections on new construction and existing buildings to ensure compliance with all applicable fire codes and regulations.

Prepares written plan review/inspection reports as required, noting any code violations and recommending revisions as necessary.

Responds to public complaints regarding potential code violations.

Prepares cases for and provides testimony before the Code Enforcement Board Researches and interprets fire codes.

Updates code books; provides input/guidance in the development of related local ordinances and regulations.

Meets with developers, contractors, engineers, architects, the public to provide guidance and information concerning code compliance procedures.

Issues burn and fireworks permits and performs related inspections.

Coordinates, implements and participates in special events promoting fire prevention/fire education.

Keeps abreast of new technology, methods and regulations for fire prevention operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Operates a vehicle, fire extinguisher, hydrant tools, and various office machines including a calculator, computer, two-way radio, fax machine, copier, etc.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office work, including but not limited to attending meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc. Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a vocational/technical diploma in a related field supplemented by three to five years of experience and training in fire inspections, plan review and code enforcement, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must obtain Broward County Fire Inspector certification. Broward County certification requires certification as a Firefighter as defined by the Florida Firefighters Standards Council. In addition, must pass a written competency examination approved by the Broward County Board of Rules and Appeals.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including-vehicles, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, crawl, push, and pull. Must be able to lift, position and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural-or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or-exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals, and fire and building codes, etc. Requires the ability to prepare routine reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow-verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers, construction professionals and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize-mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized-machinery, to operate motor vehicles.

Senior Fire Inspector

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equipment, control-knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Senior Fire Inspector. Understands the role of the position in relation to entire operations. Has considerable knowledge of the functions and interrelationships of and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, electrical, fire codes and ordinances, etc. Is able to conduct thorough plans review and fire inspections, note deficiencies and prepare related recommendations. Is able to perform duties under adverse environmental conditions such as excessive heat, cold, odors, smoke, dusts, noise, machinery hazards, and electric currents. Has knowledge of applicable occupational hazards and safety precautions. Has the ability to plan and develop daily, short and long term goals related to purposes. Has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to co-workers and the public regarding departmental policies, methods and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to communicate in a firm and tactful manner with various agencies, members of the public, and departments and is persuasive in such communication. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter and interdepartmental, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.