

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

Position Opening: 20-27 **Post Dates:** 12/30/19 – 1/10/20

Title: Fire Inspector

Salary Range: \$42,500 - \$59,750

Location: Department of Community Development

Term of Appointment: Full-time/Regular

Probationary Period: 12 months

GENERAL NATURE OF WORK:

The purpose of this classification is to perform technical and administrative work functions associated with fire hazards, fire and building inspections, code enforcement, and protection of life and property with limited supervision and direction by the Building Official and or Director of Community Development.

ESSENTIAL FUNCTIONS:

- Schedules and conducts fire safety inspections of commercial and public buildings for compliance with regulations, applicable fire codes and ordinances; inspects both interiors and exteriors of buildings; documents code violations; informs building owners/occupants of code violations and assists in determining corrective measures for compliance; conducts follow-up inspections.
- Reviews plans and drawings for new buildings, renovations, and subdivisions to determine compliance with local ordinances and fire codes; provides technical assistance as needed; attends construction conferences.
- Conducts Certificate of Occupancy, pre-occupancy, business license and courtesy inspections to assist business and property owners with opening or operating a business in the City of Perry.
- Composes, prepares, reviews, and/or processes a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; prepares and maintains administrative records and files.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; responds to questions, complaints, and requests for information from tenants, landlords, architects, engineers, construction personnel, building inspectors, attorneys, law enforcement personnel, and others.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required; Associate's degree in building, architecture, or other construction-related field preferred; additionally, three (3) years previous experience and/or training; may be required to have certification(s) under the State of Georgia, International Code Council, Department regulations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid GA driver's license and any additional licenses, certificates, etc. as required by law.
- Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, chemicals, or explosives.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**