

Lehigh Acres Fire Control and Rescue District

Plans Examiner Part Time

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Purpose: The Plans Examiner – Part Time for the District serves as a fire plans examiner for the Lehigh Acres Fire Control and Rescue District (District) and reports directly to the Assistant Chief of Life Safety / Fire Marshal.

Summary Description: The Plans Examiner – Part Time is appointed by the Fire Chief and all benefits, policies will be in accordance with the Non-Bargaining Employee Handbook. Under direct supervision of the Assistant Chief of Life Safety, the individual is responsible for providing fire prevention services with the District. The individual has reasonable latitude to exercise independent judgment and personal initiative in performing assigned duties, all within guidelines of District policies, rules and regulations, and current, county and state fire inspection and/or code enforcement requirements. Work is evaluated periodically by the attainment of objectives, effectiveness of written and oral reports, and through periodic review. The incumbent may work up to 20 hours per week or less, depending upon the workload available.

Essential Duties & Tasks: To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions. Examples of tasks include, but are not limited to the following:

District Operations:

- Ensure safe operations and healthy organization.
- Provide recommendations, e.g. offer, and respond.
- Respond to correspondence, e.g. email, telephone, and mail.
- Review / prepare reports and present as necessary.
- Review policies and procedures.
- Interact with professional advisors, e.g. consultants, attorney, designers, architect, engineers upon request.
- Implement / manage approved program areas.
- Manage / maintain Life Safety division facilities, equipment, etc.
- Manage / analyze fire prevention problems strategies and produce new solutions.
- Assist coordination of individual development with organizational goals and mission.
- Perform other related duties as required by Chief Officers.

Oversee / Address Personnel Management:

- Encourage / provide feedback, suggestions, input.
- Proactively meet with personnel in division.

- Provide guidance / consultation to personnel, e.g. personal, professional.

Represent District with External Entities:

- Promote positive public relations.
- Assist with complaints, concerns.
- Interact with cooperating and assisting agencies, e.g. Fire.
- Interact with community / state and county, e.g. civic and service organizations.

District's Planning Process:

- Foster a positive organizational philosophy.
- Establish personal goals and objectives.
- Recommend new programs, e.g. internal, external.

Promote Professional Development:

- Promote health and fitness.
- Maintain required certifications, e.g. personal, organizational.
- Network with industry peers.

Represent Fire Service Interest:

- Interact with, community, county, state, federal officials, e.g. educate, inform.
- Interact with special interest groups.

Qualifications & Requirements: The requirements listed below are representative of the education, experience, knowledge, and skills required for this position. The qualifications and requirements for the position of Plans Examiner – Part Time are specified by the Fire Chief and are subject to refinement from time to time by the Board.

Minimum Experience/Education Required:

- Florida State Certified Fire Inspector I.
- High School diploma or equivalent.
- Must have a valid State of Florida Class E Driver's License.
- Minimum five (5) years experience conducting fire inspections and/or fire plan review.

Physical Requirements: The individual must be sufficiently fit to safely perform the job duties that are associated with the position.

Work Environment: The individual regularly works in an office environment and will NOT be exposed to hazardous environmental conditions such as heat, smoke, and toxic gases.