



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 4/2/01

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

# POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the City Services Building, 555 South Section St., Monday through Friday, from 7:00 AM to 3:00 PM or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 990-0156.

## Position Information

Job Title: **Fire Safety Inspector** Department: **Building**  
 Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*  
 Standard Scheduled Hours: **7:00 AM – 4:00 PM** Days to be Worked: **Monday - Friday**  
**Starting Pay Rate: \$17.12 - \$22.25/hr** Grade 21

## Position Description

This position is responsible for ensuring that fire and life safety codes and provisions are inspected and enforced in all commercial applicable residential buildings in Fairhope. This includes performing periodic site inspections, providing written compliance reports, and performing any necessary follow-up inspections and systems tests.

General nature/purpose of work:

## Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:  
 The principles, practices and techniques of fire prevention;  
 Good knowledge of the laws, codes, ordinances and regulations related to fire prevention and enforcement; knowledge of building materials, construction and the principles of combustion;  
 Knowledge of principles and practices used in fire and arson investigations;  
 Knowledge of building extinguishing and alarm systems;  
 Knowledge of the proper storage and handling of explosives and flammables;  
 Knowledge of the legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws;  
 Knowledge of business English including spelling, grammar, vocabulary and report writing standards; methods of performing basic arithmetic operations.

Education, experience and training:  
 An Associate of Arts/Science Degree or equivalent from an accredited college or University,

High School Diploma and an appropriate combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

Must have, or obtain within one year of employment, certification as a Fire Inspector through either the International Code Council (ICC), or National Fire Protection Association (NFPA). Employees in this classification are required to maintain certification as a condition of employment.  
 The successful candidate must obtain certification within three (3) years of employment or appointment. The successful candidate must be capable of attending other training opportunities that are intended to maintain a desired high level of skill and knowledge.

**Valid Alabama driver's license**  
**Ability to be insured by City vehicle insurance carrier**

Date of Announcement: 02/21/2017 Closing Date for Applications: Until Filled

*Barbara Heathcoe*

Human Resources Director

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.