

FIRE DEPARTMENT

POSITION

DESCRIPTION

**Class Title:
Fire Inspector**



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Class Title: Fire Inspector
Department: Fire
Division:
Date:

Job Code Number:
Grade Number:
Union:
Location:

GENERAL PURPOSE

Performs a variety of administrative and technical work related to fire inspection and prevention.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Marshal (insert appropriate title of immediate supervisor).

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects existing structures, construction and remodel sites for compliance with fire codes. Resolves compliance problems with owners within scope of knowledge and authority.

Participates in the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.

Conducts voluntary home inspections.

Reviews and approves construction plans for code compliance.

Assists in the investigation of fire incidents.

Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.

Responds to complaints regarding fire code violations and fire hazards.

Issues warnings and citations for fire code violations.

Issues burn permits.

Maintains a variety of data and records regarding fire inspection or prevention activities; prepares reports regarding fire inspection or prevention as required.

PERIPHERAL DUTIES

Assists in other department administrative activities as assigned.

Instructs classes in assigned subject areas.

Assists in training new employees as assigned.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED equivalent; Graduate of State Fire Academy;

(B) three (3) years experience as a full time paid firefighter/EMT.

Necessary Knowledge, Skills and Abilities:

(A) Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment; Extensive knowledge of building, electrical, mechanical and fire codes; Extensive knowledge of inspection techniques; working knowledge of fire suppression techniques and equipment; working knowledge of first aid;

(B) Skill in the operation of the tools and equipment listed below;

(C) Ability to effectively apply standard fire prevention techniques; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in

writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet special requirements.

SPECIAL REQUIREMENTS

Must be 21 years or older; Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; No felony convictions or disqualifying criminal histories within the past seven years; U.S. citizen; Must be able to read and write the English language; Must be of good moral character and of temperate and industrious habits (Substitute any local or State legislative requirements, if applicable). Possess a current first aid certificate at time of appointment.

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of

electrical shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; written examination (optional); Oral examination by the Civil Service Commission or its designee; interview by appointing authority.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: Revision History: