



## JOB DESCRIPTION



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**JOB TITLE:** Fire Inspector

**JOB CODE:** 2070

**DEPARTMENT:** East Fork Fire & Paramedic Districts

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Fire Captain Inspector/Deputy Fire Chief

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### SUMMARY OF JOB PURPOSE

Inspects buildings and equipment to detect fire and life safety hazards and enforces local ordinances and state laws; conducts training and education regarding fire and life safety practices.

### ESSENTIAL FUNCTIONS

1. Conducts fire and life safety field inspections of new and existing commercial businesses; informs owners, tenants, and occupants of any existing conditions which violate existing fire prevention ordinances and/or other applicable codes and regulations; prepares recommendations for correction and/or acceptance.
2. Conducts fire and life safety inspections of businesses and public assembly occupancies prior to the issuance of gaming, liquor, and/or massage licenses to identify unsafe fire conditions and develop corrective schedules and recommendations.
3. Performs inspections of fire protection appliances and systems for operability; ensures equipment is properly maintained and includes devices designed to limit the spread of fire, fire detection, and alarm equipment; ensures compliance with all other State laws, County ordinances, and national and international fire codes.
4. Meets with juveniles and their parents to provide juvenile fire setting intervention; prepares and delivers information and educational presentations on the dangers and consequences of juvenile fire setting.
5. Prepares and issues notices of correction to building owners, tenants, and occupants for violations of fire and building codes; prepares periodic and special reports on all inspections and other related activities.
6. Educates and instructs the general public regarding fire and life safety practices; prepares and delivers public information and educational presentations to schools, service clubs, and businesses on fire safety and prevention topics.
7. Maintains a high level of communication and strong working relationships with cooperating agencies, County Building and Planning divisions, business and development communities, and other County, State, and Federal agencies.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) and a minimum of two (2) years experience in a public contact setting involving enforcement and interpretation of public regulations, or as a full-time uniformed employee of a public or private fire department.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

Knowledge of principles and practices of fire inspections; fire prevention methods and programs; public relation phases of fire prevention activities.

Ability to operate a wide variety of vehicles, as assigned.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; possess or have the ability to obtain a Uniform/International Fire Code Certification within 18 months of employment.

#### **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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high,

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precarious places, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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