

# **FIRE INSPECTOR**

## **JOB SUMMARY**

Under direction, interprets, inspects and enforces fire prevention and fire safety laws, weed abatement, building and site plans, rules and ordinances pertaining to fire prevention, safety and hazardous materials and performs related work as required.

## **EXAMPLES OF DUTIES**

*(Duties include but are not limited to the following):*

- Interprets and enforces provisions of fire prevention and fire safety law, ordinances and other regulations, for the public and fire companies.
- Performs technical fire safety inspections of industrial, commercial and residential properties, schools, institutions and places of assembly to determine compliance with state and local fire and building codes; conducts licensing inspections.
- Conducts re-inspections to determine progress toward compliance with codes and policies.
- Investigates complaints and gives correction orders as necessary.
- Checks building plans to ensure proper installation of sprinkler systems, alarm systems and other fire protection devices and equipment.
- Prepares correspondence and reports; prepares and distributes pamphlets, brochures and other public information material.
- Consults with architects and developers regarding building issues.
- Assists in execution of the weed abatement program.
- Communicates with county and state fire prevention officials.
- Conducts educational programs; works with schools, service clubs and other community groups.
- Assists department with community service functions.
- Inspects facilities for hazardous processes, public assemblies and related activities, and recommends corrective action.
- Tests fire sprinkler systems in commercial dwellings and residences.
- Maintains records of work performed.
- Responds to questions from the general public, giving information on District policies and procedures.
- Displays a positive image in dealing with the public and outside agencies.
- Attends meetings and conferences.

- Performs other related work as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Pertinent federal, state and local laws, codes, regulations, rules and ordinances pertaining to fire prevention, safety and hazardous materials.
- Principles and techniques of building inspection work.
- Practices, procedures and equipment used in investigations, including the ability to recognize and collect evidence.
- Procedures, techniques and equipment such as fire extinguisher, sprinkler systems and alarm systems.
- English usage, spelling, grammar, and punctuation; general word processing methods.
- Organization, procedures and operating details of District department to which assigned.
- Appropriate safety precautions and procedures.

### Ability to:

- Communicate effectively with the public, maintaining a positive image.
- Detect and evaluate a wide variety of hazardous conditions and materials.
- Apply laws, ordinances and regulations to situations of potential fire and life hazards with consistency, firmness and tact.
- Operate a personal computer; use word processing, spreadsheet and learn other software.
- Read, interpret and make corrections on buildings plans as they relate to fire code requirements.
- Exercise independent judgment and work with minimal supervision.
- Analyze facilities and recommend effective fire safety measures.
- Read, write and perform mathematical calculations at the level required for successful job performance.
- Maintain accurate records.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Journey-level experience in fire inspection and investigation is desired, or experience equivalent to the level of firefighter.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance, supplemented by coursework in fire science, fire prevention and investigation or a closely related field.

### Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Completion of the California State Fire Marshal's courses in Fire Prevention 1A and 1B are required within eighteen (18) months of employment. Completion of Fire Prevention 1C is desirable. 3) Completion of a P.C. 832 course is desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 10 pounds; work outside in weather extremes of the local climate; occasionally lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone; awareness of electrical hazards.

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