



FIRE INSPECTOR

DEFINITION

Under direct supervision of the Fire Marshal, this position will be required to perform technical and professional duties in the fields of fire and life safety inspection, plan review, and code enforcement activities; assist in investigations related to fire origin and cause; and public relations duties as assigned. This is a Fair Labor Standards Act (FLSA) non-exempt position.

DISTINGUISHING CHARACTERISTICS

This is a single-level class where employees within this class perform the full range of fire prevention duties. Employees at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Fire Battalion Chief, Fire Marshal, Fire Chief, Fire Captain, or other designee. May exercise general supervision over part-time or temporary staff as needed.

EXAMPLES OF DUTIES

Inspects residential, commercial and industrial units to determine and enforce compliance with safety laws and ordinances.

Investigates fires as assigned; secures fire scenes; identifies types of fires; investigates causes of fire; collects, prepares and presents evidence; interviews witnesses and suspects; writes fire investigation reports; testifies in court when required.

Inspects areas or places where there are large public gatherings or items of high value, intellectual property, and confidential or sensitive information.

Plans and conducts programs in public education and information regarding fire prevention.

Investigates complaints and answers questions regarding hazards and violations of fire prevention regulations.

Observes fire drills in schools, convalescent homes, companies, assemblies, and other places that require fire drills.

Maintains records and prepares reports.

Makes presentations to civic organizations and school groups.

Maintains complete and accurate records of fire safety codes, regulations, ordinances, inspections, violations, and penalties.

Participates in plan check reviews and provides professional-level reviews, comments, and recommendations.

Works with other City departments on inspections and projects.

Receives, investigates, and responds to citizen complaints.

Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Respects and is sensitive towards the cultural and ethnic diversity of the community.

Serves as an integral team player, which involves flexibility, cooperation, and communication.

Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of fire prevention, related principles of fire investigation, and the State and City laws concerning these activities; building construction, including fire alarm systems, fire sprinkler systems, wet and dry standpipe systems, and related systems; local, state, and federal laws, codes, and ordinances involving environmental protection; computerized systems for maintaining data and preparing reports and correspondence; report writing and research methods; office equipment, including use of word processing, database, and spreadsheet applications.

Ability to:

Communicate clearly and concisely in both oral and written form before large groups of people; communicate requirements, policies, and decisions to the public and co-workers; follow and provide written and oral directions; prepare written reports; establish and maintain effective working relationships with those contacted in the course of work; deal tactfully and courteously with government officials, co-workers, contractors, architects, and the general public; maintain a high degree of confidentiality; work in a team-based environment and achieve common goals; effectively handle multiple priorities, organize workload, and meet strict deadlines; read and interpret blueprints or construction drawings; perform frequent decision-making and maintain concentration; maintain frequent public and/or coworker contact, and establish and maintain effective working relationships with those contacted in the course of work; work independently; understand and carry out oral and written instructions and prioritize workload to meet deadlines; read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation; operate and use office equipment and technology, including computers and applicable software; maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities; utilize appropriate safety procedures and practices for assigned duties; contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to the completion of the twelfth grade, plus one (1) year of experience in fire and life safety prevention inspection or a related field (experience may be substituted for two (2) years of firefighting experience).

Two-year vocational degree in fire science preferred.

Fire Prevention/Inspector and Fire System courses are preferred.

Equivalent years of experience as an inspector in a closely related field preferred.

One (1) year of construction trades experience (i.e. fire sprinkler fitter/designer, fire alarm installer/designer) preferred.

Two (2) years of work experience involving customer service preferred.

Special Requirements:

Possession of, and ability to maintain, a valid California driver's license with a satisfactory driving record.

Completion of State of California Fire Training Certifications for Fire Inspector 1 and Fire Investigator 1A) or current equivalent certifications within two (2) years of hire.

Possession of Fire Inspector 1 Certificate or 1A, 1B, 1C, 1D; Plans Examiner Certificate or 1A, 1B, 1C; Uniform Fire Code Certification (WFCA-ICBO/ICC) or current equivalent certifications within three (3) years of hire.

International Conference of Building Officials (ICBO) or International Code Council (ICC) certificates preferred.

Applicants must be 21 years of age or older (per Health and Safety Penal Code 830.37 which considers Fire Investigators as "Peace Officers").

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 sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; taste and smell. The employee is required to wear and utilize a Self-Contained Breathing Apparatus (SCBA) powered-air purifying respirator (PAPR), half-mask and full-mask respirators etc. The employee is frequently required to perform heavy and hazardous physical labor and wear protective clothing and breathing apparatus as required to perform inspections and investigations. The employee must frequently lift up to 25 pounds and occasionally lift and/or move up to 75 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 may occasionally work in outside weather conditions. The employee may work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration, and in tight enclosed spaces.

The noise level in the work environment is usually moderate but can be loud in an emergency or field situation. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment. Frequent exposure to noise.

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