



## **FIRE PREVENTION INSPECTOR I/II**

### **DEFINITION**

Under direct (I) or general (II) supervision, plans, coordinates, and performs technical work in the inspection of industrial, commercial, and residential building facilities; enforces compliance with fire, safety, building, and zoning laws, Town and State codes, local ordinances and abatement regulations; issues fire permits; inspects the storage and handling of hazardous materials; inspects and maintains fire protection systems including hydrants; researches, implements, and interprets Town ordinances; participates in public relations and education programs; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Building Official or Fire Marshal. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

Fire Prevention Inspector I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of fire prevention and code enforcement inspection work to ensure codes and standards are met. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Fire Prevention Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Fire Prevention Inspector II: This is the fully qualified journey-level classification in the Fire Prevention Inspector series. Positions at this level are distinguished from the Inspector I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Fire Prevention Inspector class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

*Positions at the Fire Prevention Inspector I level may perform some of these duties and responsibilities in a learning capacity.*

- Schedules, coordinates, and conducts fire prevention and safety field inspections for commercial, residential, and industrial buildings.
- Inspects fire prevention systems, vacant lots, residential and commercial properties for fire hazards; identifies corrective actions to ensure conformance with codes, laws and regulations; issues permits; issues notices of violation for non-compliance.
- Performs a variety of administrative duties including recording activities in designated logs, preparing and maintaining records, reports, forms, letters, authorizations, recommendations, and other required procedures.
- Participates in meetings and educational sessions; provides information to the public, owners, architects, engineers, developers, contractors, labors, and public officials to explain and interpret requirements and restrictions concerning fire code enforcement, practices and procedures.
- Inspects hydrants and ensures proper functioning; maintains hydrants including cleaning, lubricating, and painting to insure in proper working order; coordinate replacements with contract agency.
- Respond to complaints regarding Fire/Health & safety code violations, debris, unsanitary conditions, overgrown vegetation landscaping and/or code violations.
- Assists with plan check reviews.
- Stays abreast of new trends, laws, procedures, and innovations relating to Fire Code enforcement. participates in the development and implementation of related goals, objectives, policies, and procedures.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Plan review code applications and general building code applications pertaining to fire code.
- Basic engineering, architectural, and building design practices and procedures.
- Life-Safety Code Provisions.
- Occupancy-use Classifications.
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction.
- Applicable Federal, State, and local laws, codes, and ordinances.
- Safety practices and equipment related to the work.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Enforce regulations, firmly, tactfully, and impartially.
- Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Read and interpret blueprints.

- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by 30 units of coursework in fire science or building inspection.

Fire Prevention Inspector I: One (1) year of experience in fire prevention, building inspections, or a related field.

Fire Prevention Inspector II: Two (2) years of progressively responsible experience equivalent to the Fire Prevention Inspector I with the Town of Paradise.

**License and Certifications:**

- Possession of, or ability to obtain, an appropriate, valid driver's license with a satisfactory driving record.
- Possession of, or ability to obtain, an International Code Council (ICC) Fire Inspector I or State Fire Marshals Fire Prevention 1A, 1B, and 1C certifications.
- Possession of a P.C. 832 certificate.

Fire Prevention Inspector II:

- Possession of an International Code Council (ICC) Fire Inspector II

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.