

ROSS VALLEY FIRE DEPARTMENT – MANUAL OF OPERATIONS

TITLE: **II. Personnel**

CHAPTER: **2. Job Descriptions – Rules and Regulations**

ARTICLE: **6. Fire Inspector**

SECTION:

DATE: 10/2007 DATE REVISED: BY: R. Meagor

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. This position is a non-safety position.*

POSITION

Under general supervision, performs responsible, technical and specialized work of a difficult and complex nature in the fields of fire and life safety inspection; reviews and approves routine to moderately complex building construction plans and business emergency plans for compliance with state and local fire and life safety standards and regulations; provides technical consultations and assistance to industries and other government agencies; is subject to call back and can work weekends or irregular work hours during the day or evening; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs technical inspections on commercial, industrial and residential facilities and structures to ensure compliance with fire and life safety codes; assists in hazardous materials investigations; conducts complaint investigations from citizens, businesses and other sources. Inspect and test fire alarms, hydrants and suppression systems.
2. Examines plans and construction drawings to ensure compliance with all fire, life

safety and health codes; recommends appropriate corrective action as needed; conducts annual state mandated inspections on educational facilities, care facilities and prisons.

3. Plan and organize on-site inspections of required fire protection systems; schedule and inspect mandated facilities, such as schools for State fire and life safety violations; respond to and resolve fire hazard complaints; perform Re-Sale inspections; issue notices of violation and pre-citations where appropriate; provide compliance recommendations; and assist in developing compliance mediation measures.
4. Coordinates fire protection and safety for assigned special events and programs; visits event sites and makes safety recommendations.
5. Trains department personnel on fire inspection, prevention practices and procedures, and hazardous materials disclosure.
6. Participates in the Defensible Space Program; investigates overgrown weeds and other fire hazard locations; ensures hazards are eliminated; and issues citations as required.
7. Interprets and explains codes, regulations, permit programs, code enforcement rules, hazardous materials and related policies and procedures to developers, contractors, property owners and the general public; conducts re-inspections of certificate of occupancy, care facilities, engine companies and life/safety complaints.
8. Attends and participates in professional group meetings; stays current on new trends and innovations in the field of fire prevention.
9. Performs administrative tasks in support of the fire prevention bureau; prepares a variety of correspondence and memoranda (both electronic and paper); receives and responds to telephone calls and requests for information from the public and other town/fire departments.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principals, practices, methods and technologies used in modern fire inspection, prevention and suppression efforts.
- Operational characteristics of fire safety systems.
- Building construction, rating systems, exiting plans and fire department service capabilities.
- Applicable federal, state and local laws, codes, and regulations.
- Methods of operation for various smoke detectors, portable fire extinguishers, and basic knowledge of fire prevention practices.
- Modern office practices, methods and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar.
- Basic mathematic principles.
- Occupational hazards and standard safety procedures.

Ability to:

- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, the general public, and outside agencies.
- Apply policies, procedures, codes and regulations pertaining to fire inspections and prevention.
- Plan and organize daily work schedules and prioritize inspections.
- Make sound decisions within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Read and interpret maps, sketches, drawings, specifications, plans and technical manuals.
- Use tact and good judgment in contacts with the public and state and local agencies.
- Observe safety principles and work in a safe manner.
- Follow written and oral directions.
- Read, interpret and record data accurately.
- Keep accurate records.
- Work independently.
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Implement, explain and apply applicable laws, codes and regulations.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Three (3) years of full-time service as a firefighter or two(2) years as a full time inspector in a fire prevention bureau or building inspection department with duties that can be directly related to the knowledge and ability requirements listed as minimum qualifications.

Education and Certifications

The education requirements may be modified at the sole discretion of the Fire Chief.

Possess a high school diploma or equivalent GED Certificate. Desired education includes Associates degree with major course work in fire science or a related field. Cal State Fire Training Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, or equivalent.

Possess or be able to obtain Penal Code 832 Certificate within twelve (12) months of hire date as a condition of employment.

WORKING CONDITIONS

Environmental Conditions:

The incumbent in this position works in all weather conditions including, wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock, or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions and often work with constant interruptions.

Physical Demands:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The need to lift and carry equipment and supplies weighing 25 pounds or more is also required.