

Fire Inspector/Senior Fire Inspector

242.1 SPECIFICATIONS

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.

242.2 POSITION

Under general supervision, performs a variety of technical duties in the field and office which include plan reviews and inspections of residential, commercial and/or industrial facilities for compliance with laws, ordinances, and regulations pertaining to the control and prevention of fires; conducts fire prevention training; and performs other duties as required.

242.3 CLASS CHARACTERISTICS

Fire Inspector is an entry-level classification. Initially under supervision, the incumbent is responsible for analyzing plans and construction drawings, conducting technical field inspections, testing and commissioning of fire protection systems, and fire code enforcement.

Senior Fire Inspector job class differs from the Fire Inspector in terms of increased knowledge, experience, and skills related to fire prevention activities with considerable independence. Incumbents may be placed in this classification at the discretion of the Fire Chief and approval of the Personnel Officer.

242.4 EXAMPLE OF DUTIES

- Performs technical inspections on commercial, industrial, residential facilities and at special events to ensure compliance with fire and life safety codes.
- Interpret and enforce regulations objectively and fairly, Issue code violations, confer and make recommendations to the Fire Marshal for non-compliance.
- Examines and analyses plans and construction drawings, including fire suppression and fire alarm submittals
- Plan and organize on-site inspections of required fire protection systems; schedule and inspect mandated facilities
- Ability to interpret and explain codes, regulations (including their intent), permit programs, code enforcement rules, hazardous materials, and related policies and procedures to customers.
- Attends and participates in professional group meetings; stays current on new trends and innovations in the field of fire prevention.
- Fire cause and origin determination, as well as participating as an active member of the Marin County Fire Investigation Team.

Ross Valley Fire Department

Policies

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- Establish and maintain harmonious and effective working relationships.
- Write clear and concise reports and letters.
- Plan and organize daily work schedules and prioritize inspections.
- Read and interpret maps, sketches, drawings, specifications, plans, and technical manuals.
- Observe and ensure a safe work environment.
- Read, interpret, and record data accurately, including maintenance of records.

242.5 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.
- Methods and techniques for record-keeping and report preparation and writing, including use of computer and software systems for fire prevention.
- Appropriate and proper use of the English language, spelling, and grammar.
- Basic mathematical principles.
- Occupational hazards and standard safety procedures.

242.6 MINIMUM QUALIFICATIONS AND CERTIFICATIONS AND LICENSES

242.6.1 EDUCATION

- Possess a high school diploma or equivalent GED Certificate.
- Associates degree with major course work in fire science or related field is highly desirable.

242.6.2 EXPERIENCE

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: An Associates of Arts degree in Fire Science, or 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 (or private-sector experience deemed equivalent) with duties or experience that can be directly related to the characteristics, duties and knowledge outlined above.

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242.6.3 CERTIFICATIONS AND LICENSES

This job class requires travel between various Department and business-related locations. Employees who drive on Department business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and must meet automobile insurability requirements of the Department, including review of a recent DMV history. Applicants are required to furnish a recent DMV driving record.

Courses and certifications from California State Fire Training (or equivalent) in Fire Protection Systems, Plans Examiner is highly desirable.

242.7 WORKING CONDITIONS

Work is performed in office settings and in the field. Noise levels are usually moderate in the office setting. When in the field, the employee may encounter adverse weather conditions such as hot and/or humid or cold and/or stormy weather, may work in confined spaces, and may work with hazardous materials. The employee must travel locally within the County and may travel outside as needed to attend training related to their assignment.