

FIRE INSPECTOR

*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.*

JOB OBJECTIVES

To perform fire code enforcement and inspection activities of commercial, industrial, and residential facilities and structures; to ensure compliance with applicable fire codes; to examine plans and drawings; to assist in providing fire prevention programs to the general public; and to perform other duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Fire Division Chief.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform technical inspections on commercial, industrial and residential facilities and structures to ensure compliance with fire and life safety codes.
2. Conduct necessary follow-up fire investigations; determine cause and origin of fire; collect and preserve evidence at fire scenes; prepare and submit investigation reports.
3. Assist Building Department in examining plans and construction drawings to ensure compliance with all fire and life safety codes; recommend appropriate corrective action as needed.
4. Interpret and explain codes, regulations, permit programs, code enforcement rules, hazardous materials, and related policies and procedures to developers, contractors, property owners, and the general public.
5. Investigate complaints pertaining to violations of fire prevention codes and ordinances; provide information for the correction of violations.
6. Provide technical information to the public and other divisions, departments and outside agencies concerning code requirements and methods of fire prevention and control.
7. Inspect and test new and altered fire protection equipment; ensure compliance with applicable codes and regulations.
8. Maintain records and develop reports concerning new or on-going inspection activities; maintain and file inspection reports; prepare statistical reports as necessary.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention and investigations.
10. Respond to emergencies and fire alarms as required; operate fire apparatus and emergency equipment; perform fire suppression and emergency medical technician duties.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fire prevention program.

Principles and practices of modern fire prevention, inspection and suppression.

Procedures, techniques, methods, materials, tools, and equipment used in modern fire suppression, fire prevention, and emergency medical response.

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Mandated fire codes, standards and regulations.
Methods and techniques of conducting fire and arson investigations.
Methods and techniques of inspecting a variety of facilities and sites.
Residential and commercial fire sprinkler and alarm systems.
Operational characteristics of fire suppression apparatus and equipment.
Building construction methods and materials.
Principles and practices of building construction.
Proper handling, storage and uses of hazardous materials.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform a variety of fire safety code enforcement inspections and investigations.
Interpret and apply applicable Federal, State and local polices, laws and regulations governing fire safety and handling of hazardous materials.
Provide public information and education regarding fire prevention.
Conduct site and plan reviews for fire safety code compliance.
Prepare clear and concise investigative reports.
Conduct public presentations.
Examine building plans and architectural drawings.
Inspect a variety of commercial, residential and industrial facilities.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience 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:

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science or a related field.

Experience:

Two years fire inspection experience.

License or Certificate

Possession of an appropriate, valid driver's license issued by the State of Oregon.
Possession of an appropriate, valid Certified Uniform Fire Code Inspector certificate.
Possession of appropriate, valid Emergency Medical Technician B certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at www.nfpa.org.

Environment: Travel to emergency scenes and/or fire fighting incidents; exposure to noise, dust, grease, smoke, fumes, gases, extreme heat and hazardous materials; work at heights on ladders; work with water.

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Mobility: Incumbents require sufficient mobility to walk, stand, run, climb, crawl, reach, and bend for prolonged periods; lift, push and pull objects; drive and operate fire suppression equipment and apparatus.

Vision: Vision sufficient to distinguish objects in limited visibility and to read small print, computer screens and printed documents.