

FIRE INSPECTOR

DEFINITION

Under direct or general supervision, inspects schools, institutions, industrial, commercial, and residential properties to determine compliance with appropriate fire prevention codes, regulations, and standards; coordinates fire prevention activities; conducts public fire safety education programs, presentations, demonstrations, and instruction sessions for the public; and performs related work as required.

REPRESENTATIVE DUTIES

Management reserves the rights 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.

1. Inspects a variety of existing and new commercial, industrial, educational, licensed care, residential buildings and facilities for fire hazards, availability, and efficiency of fire protective equipment, adequacy of fire exits, and compliance with local, state, and national fire regulations; inspects special events and seasonal businesses.
2. Inspects operations involving hazardous materials; advises and makes recommendations to improve operations based on requirements.
3. Inspects, and witnesses' tests for the proper installation and operation of fire protection systems, including sprinkler systems, heat activated alarm systems, and other fire protection devices and equipment; tests and approves installation of automatic hood sprinklers/extinguishing systems.
4. Provides technical assistance to fire company personnel regarding code standards; conducts fire prevention education, training, and safety inspection programs for fire suppression personnel.
5. Develops, presents, and coordinates fire and life safety education programs for the community, including professional and governmental agencies, local schools, community groups, and the public.
6. Conducts and schedules bi-annual fire drills for City high schools; prepares and submits correspondences regarding compliance to school administration.
7. Coordinates fire prevention matters and programs with other City departments and outside agencies.
8. Investigates complaints pertaining to violations of fire prevention laws.
9. May assist the Fire Marshal with the investigation of fires for origin and cause.
10. Prepares reports and maintains records of fire inspections and investigations including installations of fire protection systems, violations of codes, new construction, business owner changes, licensed care facilities within the City, and other files, reports, and records.
11. Develops public information materials such as writing and submitting articles for magazines and creating educational workbooks for special programs.
12. Prepares and compiles applications for fireworks booths; accepts payments and issues receipts; organizes and attends annual meetings; inspects booths for compliance with local, state, and national fire regulations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention and inspections; researches emerging products and enhancements and their applicability to City needs.

14. Assists Fire Marshal, Code Enforcement Officers, Inspectors and Firefighters with building inspections as needed and assists the Fire Marshal in developing and implementing policies and procedures for code enforcement and fire prevention.
15. Performs plan review to ensure compliance with adopted Building and Fire codes through review of architectural plans, fire protection system shop drawings, and written documents.
16. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and/or Experience *Any combination of training and experience which 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 (12th) grade supplemented by specialized training in fire science, fire prevention, plan checking, public education, hazardous materials, or a related field.

One (1) year of progressively responsible experience in a recognized fire agency in California as a Fire Inspector or Fire Prevention Officer performing technical and fire prevention work.

Licenses & Certifications:

Fire Inspector:

Possession of, a valid Class C California driver's license.

Possession of, the CA State Fire Marshal Fire Prevention Officer certificate, or the ability to obtain the CA State Fire Marshal Fire Inspector I certificate within twelve (12) months.

Possession of Hazardous Materials First Responder Awareness certificate.

Possession of, or ability to obtain, California PC832 Arrest Course certificate within twelve (12) months.

Knowledge of:

Principles and techniques related to fire science, particularly in the areas of fire prevention, fire investigation and fire code enforcement. Principles, practices, and techniques of modern fire protection, prevention, and suppression, including fire protection equipment and systems. Principles and techniques used in the development and implementation of safety education programs. Fire hazards and the related prevention and abatement methods. Fire prevention inspection methods and techniques. Basic principles of combustion. Standards used in the storage, handling, and disposal of hazardous materials, explosives, highly flammable materials, and other toxins used in industrial settings. Fire hazards and related prevention and abatement methods. Mechanical, chemical, and related characteristics of a wide variety of hazardous materials, chemical reactions, and fire behavior. Applicable Federal, State, and local laws, codes, and regulations including the California Fire Code. Occupational hazards and standard safety practices necessary in the area of fire inspection. Principles, practices, and techniques of public relations. Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets. Modern office practices, methods, and computer equipment. Principles and procedures of record-keeping. Computer applications related to the work. Safe driving principles and practices. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations. Techniques for providing a high level of customer service to public and City staff, in person and over the telephone. Foresee and resolve conflict at a high level.

Ability to:

Perform fire and life safety inspections of buildings and fire protection equipment using fire related codes and ordinances. Detecting fire hazards and code violations and determining proper mitigation measures. Interpret, apply, and explain laws, regulations, codes, and departmental policies relating to fire prevention. Learn local geography, including location of water mains, fire hydrants, and target areas of the City. Establish and maintain a variety of filing, record keeping, and tracking systems. Conduct meetings, make presentations, and facilitate communications in a clear, concise, and positive manner. Represent the department and the City effectively in meetings with other departments, private organizations, and the general public. Coordinate and deal tactfully with the public to correct identified safety hazards. Respond to complaints or inquiries from citizens, staff, and outside organizations. Prepare clear, effective and accurate reports, correspondence, and other written materials. Follow department policies and procedures related to assigned duties. Operate a motor vehicle safely. Understand and follow oral and written instructions. Organize own work, set priorities, and meet critical time deadlines. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines. Establish and maintain effective working relationships with those contacted in the course of the work. Identifies inadequacies found on construction plans, reports and calculations, and requests corrections. May be required to appear and represent the department at hearings relative to the consideration of license or permits, and shall testify in court if necessary. Research building types and applicable codes. Research alternate products, materials and methods of construction for compliance, and makes recommendations to the Fire Marshal.

Additional Requirements

Possession of, or ability to obtain and maintain a valid California Driver's License, and a good driving record. The ability to work evenings and weekends.

Supervision Received and Exercised

Receives general direction from the Fire Marshal and assigned management personnel. No direct supervision of staff is exercised. May exercise technical and functional direction over assigned staff.

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 up to 25 pounds and heavier weights with the use of proper equipment.

WORKING CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold

and hot temperatures, inclement weather conditions, road hazards, 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 in interpreting and enforcing departmental policies and procedures.

Date Adopted: 1/16/2024