



FIRE INSPECTOR

DEFINITION

Under general supervision, conducts fire prevention, plan check, code enforcement and hazardous materials inspections of industrial and commercial structures and open areas; enforces local State and Federal laws related to hazardous materials; administers fire safety education program. This is a non-sworn, civilian position.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing information about hazardous material codes/requirements and explaining procedures.

Review fire prevention, plan check, code and hazardous materials policies and regulation and recommend new and revised ordinances.

Prepare compliance or correction notices of code violations; report violations to the Fire Marshal; investigate citizen complaints related to fire/safety hazards; conduct follow-up inspections to ensure compliance; issue citations when necessary.

Inspect buildings and related public facilities and equipment for fire hazards, efficiency of fire protective equipment, adequacy of fire escapes/exits, lawful public assemblies and compliance with all other fire code provisions; ensure compliance with fire safety codes and fire prevention practices; advise property owners as to fire hazard removal.

Assist contractors, architects, engineers, developers and the general public with fire safety codes and related information; evaluate and approve fire protection systems.

Develop and present fire safety/prevention educational programs and public information materials for schools, community groups, residents and business persons.

Prepare case files for legal action; represent the City and Fire Department at administrative hearings and/or in Court.

Conduct investigations to determine fire cause and origin.

Coordinate fire company inspection program.

Maintain maps, files and records related to fire prevention and safety activities and programs.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods and techniques used in fire prevention, plan check, code and hazardous materials inspection of public area, residential and commercial construction.

Local, State and Federal laws and codes related to hazardous materials and fire safety.

Certified Unified Program Agency, National Pollutant Discharge Elimination System, California Accidental Release Program and industrial waste programs.

Standard fire safety and prevention and hazardous materials practices.

Ability and Skill to:

Enforce compliance with fire and other codes..

Conduct hazardous materials and fire safety, prevention and code enforcement inspections.

Conduct plan checks relative to fire safety.

Respond to questions from the public and staff regarding hazardous materials.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

AA/AS degree with course work in fire science, industrial hygiene, environmental science or related field and one (1) year experience in code and/or environmental protection. BA/BS highly desirable.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

P.C. 832 certification desirable. When serving exclusively in Hazardous Materials Inspector assignment, Hazardous Materials Inspector Certificate within in one (1) year of appointment.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time; ability to kneel, stoop, crawl and climb

Ability to lift up to climb ladders and conduct inspections in confined spaces.

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

