



Job Description

Job Title: Fire Inspector	Date Created: 08/93	
Department: Fire	Date Revised: 02/21	
Job Code: 26.4606	Bargaining Unit: SMEA	FLSA: Non-Exempt

Summary of Duties:

Under direction of the Battalion Chief/Fire Marshall or Fire Chief perform inspections, participate in prevention activities, enforces fire codes, laws and regulations relating to fire protection, prevention, and safety.

Supervision Received and Exercised:

Receives direct supervision from the Battalion Chief/Fire Marshal or Fire Chief.

DISTINGUISHING CHARACTERISTICS:

This is a civilian position in the Fire Department's Fire Prevention Division. Responsible for conducting fire prevention inspections and public education outreach.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

1. Inspect buildings to ensure compliance with state and local fire codes, ordinances and regulations. Inspect State facilities as requested by the State Fire Marshal.
2. Inspect sprinkler system, halon systems, hood and duct systems, or fire protection systems as directed.
3. Participate in public education programs in fire prevention.
4. Investigate and respond to citizen complaints of fire code violations.
5. Prepare and maintain records and reports pertaining to assigned duties.
6. May instruct fire suppression personnel in fire prevention practices.
7. Perform plan checks on new construction, remodels, tenant improvements and demolition as assigned and in compliance with adopted codes.
8. May assist with fire investigations as directed.
9. Promote and maintain safety in the workplace.
10. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of:

- Fire Department policies, rules and regulations.
- State and local codes, including Title 19 and Title 24 of the California Administrative Code, California Fire Code, California Building Code, National Fire Protection Association code and standards.
- Public education teaching and education principles.
- Laws, ordinances and regulations regarding fire prevention and fire protection devices and systems.
- Basic construction methods and materials.

Ability to:

- Recognize fire and structural hazards in special processes or facilities, including industrial, commercial and residential buildings and occupancies.
- Communicate clearly and effectively, both orally and in writing.
- Interpret and effectively apply all related codes, ordinances and laws to fire hazard situations.
- Promote the mission, values and standards of an effective organization, with insight toward providing high quality public service.
- Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- Maintain cooperative relations with builders, contractors, city staff and the general public with applying firmness, tact, and fairness with respect to code enforcement.
- Work independently with little or no supervision.
- Train and instruct fire personnel in modern fire prevention methods, techniques and theories.

License or Certificate:

- Possession of a valid California Driver's License.
- Must possess the following certifications within one year of hire:
 - A California Office of State Marshal, Fire Inspector I Certification or
 - An International Code Council Fire Inspector I and
 - National Services Code Association Certification; and a Hazardous Materials First Responder Awareness certification
 - Other certification(s) in compliance with NFPA 1031 may be considered as first year requisites.
- Must possess a California Office of State Fire Marshal, Fire Inspector II Certification within two (2) years from hire date. Other certification(s) in compliance with NFPA 1031 may be considered as second year requisites

Education and Experience:

- High school diploma or G.E.D. and
- Any combination of education and/or experience that demonstrates the knowledge, skills and abilities to perform the functions of Fire Inspector.
- Associates degree in Fire Technology, Fire Science or 60 units in related field from an accredited college or university is highly desirable.

Physical Demands and Working Conditions:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed on labels and in manuals, maps, diagrams and blue prints with no color deficiencies; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, 2 way-radio and over the noise of traffic and machinery and detect subtle noise in machinery and running water; physical agility to push/pull, climb ladders, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to walk across rough terrain and uneven surfaces; physical strength to up to 35 lbs.; physical stamina sufficient to sit or walk or stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Primarily works outdoors in all weather conditions, work in and around potentially toxic chemicals,

and occasional work in an office environment sitting at a desk. Prolonged time spent on one's feet, walking through-out the day. Will traverse by foot on uneven, muddy, wet, and rocky surfaces. Occasionally will climb ladders and work at heights of up to 50 feet. Will spend a certain amount of time each day driving from location to location to conduct inspections.

Special Requirement:

May be required to work evening, weekends or holidays for the purpose of conducting inspections. This position is subject to an extensive background and criminal investigation check.