

FIRE INSPECTOR

DEFINITION

To perform technical duties in areas of fire protection, prevention, inspection, fire investigation cause and analysis, and education programs; perform fire prevention, suppression, and rescue activities, drive and operate response vehicles and equipment, and assist with medical and other emergencies; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Fire Inspection class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Marshal/Division Chief.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform inspections of industrial, commercial, educational, institutional and residential occupancies to ensure compliance with fire, building, wildland urban interface and other related safety codes.

Conduct plan reviews of industrial, commercial, special hazard, residential occupancies, water improvements, fire protection systems, hazardous materials use and related situations; ensure code enforcement; review permits and conduct inspections for special events requiring unique or safety sensitive concerns; conduct weed abatement activities including inspections, public notification and forced abatement.

Organize and conduct fire education and disaster preparation programs including on topics including preventing fire, injury, property loss, and damage to environment for various groups and organizations.

Conduct investigations into the cause and origin of fires; prepare reports; investigate and respond to citizen complaints of fire hazards and related violations; serve as investigator of record in absence for Fire Marshal/Division Chief.

Enforcement of laws relating to fire prevention, fire suppression, and investigation.

Respond immediately to emergency and non-emergency calls when dispatched; perform fire suppression, and prevention activities, rescue operations, and respond to medical emergency calls and administer first aid medical care.

Drive and operate City vehicles, fire equipment; use and operate tools and equipment related to fire suppression, rescue and other emergency activities including the handling of hazardous materials. Ability to inspect, drive, and operate fire apparatus is highly desired.

Inspect and troubleshoot equipment and vehicles; assist in the maintenance of clean and orderly conditions in and about the fire house.

Participate in training related to medical response, rescue operations, fire suppression, fire prevention and inspection through both simulated and on-the-job exercises.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building construction type and plan review, electrical and electronic equipment used on fire alarm systems and related other equipment; building and fire code enforcement, and methods of fire inspection.

Arson fire investigation, origins and causes.

Procedures of educational methodology as it relates to fire safety education.

Principles and practices of emergency response, fire suppression, prevention, rescue techniques and emergency medical and life support skills; and of driving specialized vehicles and equipment in emergency situations.

Methods and procedures of the operation and mechanics of a variety of power and hand tools, medical and communications equipment, and other firefighting equipment.

Geography of the local area including the location of hydrants, mains and major traffic and fire hazards.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine new construction; detect deviations from plans, regulations and standard construction/fire protection practices; and read, interpret and explain building and fire protection system plans, codes and technical reports.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Assist in fire prevention, suppression and emergency response activities; respond to and perform rescue operations and provide medical assistance.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Apply fire prevention, suppression and emergency response protocols, rules, regulations policies and procedures of the Fire Department in a variety of situations requiring quick thinking and action.

Successfully complete the required physical examination prior to hire.

Use, maintain and understand the operating and mechanical principles of the full range of apparatus, tools and equipment related to fire prevention, suppression, rescue and hazardous materials emergency activities.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible experience conducting plan checks, investigations and inspections and ensuring conformance with codes and regulations; and experience in firefighting, fire prevention, and medical or emergency response experience highly desired.

Training:

Equivalent to the completion of 30 semester units from an accredited college in biology, microbiology, chemistry, chemical engineering, physics, physical science, environmental science, geology or soil science, environmental health, sanitary engineering, toxicology, industrial hygiene, hazardous materials management, fire science or fire technology.

OR;

Qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education, on the basis of one year of qualifying experience for 15 units of college course work for up to a maximum of 15 units.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession of a valid California Class B or Class C with Firefighter endorsement Driver License within one year of hire.

Possession of Fire Investigator certificate issued by the California State Fire Marshal and a certificate of completion for P.C. 832 for a course in arrest, search and seizure issued by the California Commission on Peace Officer Standards and Training must be obtained prior to completion of the probationary period.

Possession of, or ability to obtain, Fire Inspector II and Plans Examiner certificate from the California State Fire Marshal within 18 months of hire.

Possession of CPR/AED certification. Possession of, or ability to obtain, Emergency Medical Technician (EMT) certificate through the California EMT Central Registry and Coastal Valleys EMS Agency (CVEMS) within 18 months of hire.

Possession of, or ability to obtain and maintain, ICC California Underground Storage Tank Inspector certificate prior to completion of the probationary period.

Possession of a Driver Operator 1A and 1B certificate issued by the California State Fire Marshal is highly desired.

Possession of a Firefighter I certificate issued by the California State Fire Marshal or have successfully completed a California State Fire Marshal approved Firefighter I Academy highly desired.