

**EAST FORK FIRE PROTECTION DISTRICT  
JOB DESCRIPTION**



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<b>JOB TITLE:</b>	Fire Inspector	<b>FLSA:</b> Non-Exempt
<b>DIVISION:</b>	Prevention/Support Services	
<b>REPORTS TO:</b>	Fire Captain Investigator/Fire Marshal	<b>DATE:</b> May 18, 2015

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**POSITION SUMMARY:**

Responsible for performing a variety of inspections, enforcement activities of public, commercial, industrial, residential and other buildings/property to ensure compliance with fire, building and related codes and ordinances; develops and provides public fire and safety education and information programs.

**ESSENTIAL FUNCTIONS:**

- Conducts fire and life safety inspections of general commercial, hotel, industrial, hospital and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention codes, ordinances, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Responds to citizen complaints regarding local and state fire codes/and ordinances.
- Enforces laws, ordinances and regulations pertaining to fire safety; reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices for required follow up action.
- Prepares and Participates in District-wide prevention programs by educating and instructing the general public, businesses, schools and service clubs on fire safety and prevention topics, including the hands on training of portable fire extinguishers.
- Inspects all types of e storage and use related to explosives, flammable, combustible and hazardous materials.
- Determines if buildings meet fire regulations; prepares necessary records and reports; inspects new businesses and handles fire hazard complaints.
- Inspects facilities for compliance with hazardous material codes and regulations; conducts technical research of current commercial usage of hazardous materials.
- Participates in fire drills and attends regular classes/trainings in fire prevention, fire protection system equipment, and fire alarm system maintenance/testing and related subjects.
- Provides juvenile fire setter education with juveniles and their parents; prepares, conducts interviews and delivers information and education presentations on the dangers and consequences of juvenile fire setting.

- Assists as required on emergencies and wild land fire events.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

High School diploma or equivalent (GED); AND two (2) years building, fire inspection or fire suppression experience in a public setting; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

**Required Knowledge and Skills**

**Knowledge of:**

- Mechanical, chemical and related characteristics of a wide variety of flammable, combustible, explosive and hazardous materials.
- Geography of the District and potential fire hazards.
- Fire prevention laws, ordinances, rules and regulations.
- Principles and practices of fire safety and inspection techniques.
- Correct business English, including spelling, grammar and punctuation.
- Record keeping practices.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

**Skill in:**

- Recognizing and defining fire hazards and recommending effective corrective measures.
- Conduct professional discussions with property owners and the general public providing education on required corrections in an effort to have them comply with desired course of action.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
- Maintaining accurate records of work performed.
- Performing residential and commercial inspections.
- Documentation follow-through in code violation procedures.
- Reading and interpreting plans and specifications.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.

- Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.

**Required Knowledge and Skills (continued)**

- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, businesses, public and other governmental agencies and their staff.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class C driver's license.
- Obtain International Fire Code Inspector I certification within eighteen (18) months of date of employment.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

**CONDITIONS OF EMPLOYMENT:**

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_