

FIRE INSPECTOR I

JOB PURPOSE AND SUMMARY

Responsible for maintaining a standard of fire protection and public safety by performing surveys and inspections for fire and life safety, identifying fire hazards and initiating corrective procedures, and education.

Work is performed within policy directives and guidelines established by the Fire Marshal. Scope of occupancies surveyed and inspected include public assemblies, business, institutional, mercantile, office, storage, residential, industrial, educational, manufacturing, and utility.

CLASSIFICATION DISTINCTIONS

This is the entry level in the Fire Inspector job family. It is intended for employees with basic knowledge, skills, and abilities in fire protection and building inspection.

Incumbents work with some independence in performing routine job duties, but receive detailed instructions and close supervision when assigned new or non-routine tasks. The trainer or supervisor is available for assistance and guidance in case of difficult or complex tasks. Duties differ from the Fire Inspector II in that incumbents at the higher level apply advanced knowledge of fire inspection in building, sprinkler systems, fire alarms, and hazardous material systems. Incumbents at this level will learn to perform the more complex technical work and to assist with more difficult tasks and assignments.

The Fire Inspector I is alternately staffed with the Fire Inspector II level. Incumbents at the entry level are eligible for promotion to the next level with manager approval when they demonstrate possession of the knowledge, skills, and abilities to fully perform the higher level work and when they receive the Fire Inspector certification from the International Code Council.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Conducts fire and life safety surveys public, commercial, and residential structures to ensure compliance with local, state, and federal fire codes and ordinances.
- Documents in writing violations of respective codes and identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Assists citizens and other agency personnel with information when requested, prepares written documents, and maintains files.
- Conducts re-inspection to insure compliance has been achieved.

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- Inspects fire extinguishing and fire protection equipment and systems in order to evaluate their operational readiness.
- Conducts research of fire prevention codes, standards and practices.
- Provides court testimony regarding fire code violations.
- Prepares detailed reports on all work performed.
- Performs other related work as assigned by the Chief Fire Marshal.

QUALIFICATIONS

- High School education or GED.
- Possess a valid State of Washington driver's license, or the ability to possess one by the time of appointment.
- Complete a comprehensive background investigation prior to appointment. (This is necessary due to direct access to confidential material.)
- Must achieve Fire Inspector I certification from the International Code Council within 1 year of the date of employment.
- Minimum experience of 12 months in fire protection service or law enforcement with recognized public or private agency OR completion of minimum of 45 credit hours, or equivalent, in fire protection, law enforcement, or building inspection services studies.

Knowledge of: code requirements, regulations, basic operational features and fire hazards presented by various types of occupancies; features of fire protection and life safety related to building construction that are germane to various types of occupancies; types and installation requirements for building service equipment that are germane to various occupancies and which can, through their operation, affect fire protection and life safety; applied electrical theory; fire hazards related to various types of heating and cooking equipment; fire alarm systems; heat, smoke and flame detection systems; standpipe and fire hose systems; fixed fire extinguishing systems; portable fire extinguishers; types of fore sprinkler systems; report preparation and writing; acceptable code enforcement procedures; fire prevention codes, standards and laws.

Ability to: recognize, diagnose, define and document existing and potential hazardous fire conditions; bring about compliance to laws, ordinances, codes, standards and regulations with firmness, tact and impartiality; establish and maintain effective working relationships with business people, other employees and the general public; carry out written and oral instructions; organize assigned activities and schedule work tasks in order to achieve program objectives; communicate clearly and concisely, both orally and in writing.

Revised: 07/2005, 01/2017
Office Use: 6/22/00