

INCENTIVE JOB DESCRIPTION 11/18

POSITION: FIRE CODE INSPECTOR
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE ADMINISTRATION

JOB OVERVIEW

Under the supervision of the Fire Marshal, the primary responsibility of the Fire Code Inspector is to perform fire prevention & life safety inspections on new and existing, occupied and vacant public and commercial structures, in accordance with adopted codes and ordinances.

INCENTIVE

This will be an off-duty overtime incentive.

QUALIFICATIONS

Basic knowledge of adopted fire codes, local ordinances, building construction and fire protection/detection systems preferred, or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

DUTIES AND RESPONSIBILITIES

- Must have a desire to learn and attention to detail.
- Shall demonstrate superior customer service skills when dealing with business owners, citizens, government agencies and other fire service professionals in difficult situations.
- Communicate effectively with the public at all levels, regarding the explanation and need for compliance to adopted codes.
- Review codes, regulations, and literature pertaining to fire prevention & life safety inspections of local businesses, schools etc.
- Perform independent and professional fire prevention and life safety inspections, and re-inspections, of commercial facilities and buildings for conformance to recognized and adopted fire codes, standards and related practices.
- Conduct acceptance test of alarms, extinguishers, sprinklers, hydrants and other fire protection systems and equipment.
- Research code violations and provide direction and assistance for correction of identified violations within scope of knowledge, jurisdiction and authority.
- Maintain accurate files, records, reports and generate correspondence in relation to inspections and fire code violations.
- Attend meetings, conferences, workshops, and review publications to become and remain proficient on the principles and practices of fire prevention and life safety inspections.
- Promptly prepare necessary reports for internal use and dissemination to the public concerning fire prevention and life safety inspection violations.
- Communicate regularly with the Fire Marshal to maximize the effectiveness and efficiency of department inspection activities.
- Keep Fire Marshal fully and accurately informed on all issues.
- Perform other relevant activities and duties as assigned by the Fire Marshal.