

Job Description
Fire Inspector
Effective Date: June 2009

A. POSITION PURPOSE

The Fire Inspector does fire code inspections of commercial occupancies within the City as a part of the overall Fire Code Enforcement program. The primary focus of this position will be occupancies requiring an operational permit or permits. The Fire Inspector also will provide facilitation and management support of the Code Enforcement program as assigned.

B. CONTROL OVER WORK

The Fire Inspector reports to the Fire Chief or designee.

C. RESPONSIBILITIES

Emergency Services Delivery/Operations

- No specific responsibilities in this area.

Supervision

- Will typically provide periodic oversight of progress of companies on completing of assigned inspections and provide support if needed.
- Will have authority over line personnel for decisions specific to Fire Code application or interpretation.

Training

- Provides Fire Code and inspection training to fire companies as assigned.

Planning

- Provides recommendations for changes to the Fire Code Enforcement program as part of the District's short, medium, and long range planning process.

Budget

- Provides recommendations on fire code enforcement related budget areas.

Administration

- Creates, modifies, and/or makes recommendations on fire code enforcement related procedures as assigned.
- Attends meetings pertinent to fire code enforcement as assigned and available.
- Develops schedules and task lists as necessary to effectively operate the program. Works well with other inspectors and line personnel to accomplish required tasks.
- Ensures that required records are completed accurately and timely and are properly archived.
- Interacts in a cooperative, collaborative, and professional way with customers and colleagues; i.e. provides excellent customer service.

D. KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of fire and other codes or ordinances currently in force in the City of Duvall.
- Working knowledge of District policies and procedures.
- Ability to work effectively with minimal supervision

E. WORKING CONDITIONS

- Work is typically performed on a flexible schedule separate from normal duty shifts.
- Work may require climbing ladders, accessing tight spaces such as attics or crawl spaces, and other moderate physical activities.

F. SPECIFIC QUALIFICATIONS (TO BE MET AND MAINTAINED):

- ICC Fire Inspector I Certification
- IFSAC Fire Inspector I certification or equivalent is desirable.