

POSITION DESCRIPTION

Class Title: Fire Protection Inspector
Department: Inspection Department
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Construction Official and the Fire Protection Subcode of the Uniform Construction Code.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examines and approves plans for compliance.

Inspects and evaluates work in construction projects to ensure that all work and materials installed conform of the approved plans and the fire protection subcode of the Uniform Construction Code and the relevant fire protection laws and regulations.

Determines the proper cause of violations, and takes corrective action.

Gives testimony in court cases.

Prepares recommendations regarding both temporary and final certificates of occupancy.

Prepares needed reports.

Establishes and maintains needed records and files.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent;

(B) Possession of a valid Fire Protection Inspector State License of the appropriate class issued by the Code Enforcement License Office, Division of Housing and Urban Renewal, Department of Community Affairs. Licensing Levels are R.C.S., I.C.S., and H.H.S Under the Uniform Construction Code of the State.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare, organize and maintain inspection field data, reports and systems;
Ability to analyze complex situations, problems and data, and use sound judgment in drawing

conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: