Fire Inspector Job Description

1415.1 GENERAL PURPOSE

Under the supervision of the Fire Marshal, this position confirms compliance with plan review and fire code requirements. The Fire Inspector conducts inspections of new buildings under construction, building modifications, tenant finishes, existing structures, and fire protection systems.

1415.2 ESSENTIAL JOB FUNCTIONS

- Performs inspections of buildings, including fire protection and other relevant systems, in new and existing buildings to ensure compliance with applicable codes, standards and regulations.

- Provides consultation and guidance during planning phases of construction to ensure structures meet fire and safety codes.

- Coordinates final acceptance testing and inspections with builders, developers, and contractors, relative to construction features, fire protection and alarm systems, and other associated code requirements.

- Coordinates safety visits and existing-building inspections with building and business owners, to ensure code compliance is achieved.

- Ensures fire code requirements are met to provide emergency vehicle access, water distribution systems in relation to fire flow delivery, and fire/life safety standards in new developments and/or structures in the Loveland Fire Rescue Authority (Authority) jurisdiction.

- Performs safety audits and inspections at specified venues in preparation for major or special events.

- Completes assigned records and reports and communicates findings of inspections and tests to occupant, developer, contractor, or owner of building.

- Conducts analysis of fire protection problems and/or issues and communicates findings through the use of computer generated reports.

- Maintains close working relationships with Authority personnel, other governmental agencies and private industry relative to fire protection and code enforcement issues.

- Completes inspection records for data retention and analysis.

- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all Authority employees may be required to work as a Disaster Service Worker.

1415.3 OTHER JOB FUNCTIONS

- May perform review of fire protection system plan submittals, property development proposals and building construction plans to ensure compliance with codes and standards.

- Participates in professional development opportunities.

1415.4 SUPERVISORY DUTIES

- None

1415.5 JOB QUALIFICATIONS
Knowledge, skills and abilities:

- Principles of fire prevention, fire and smoke behavior, hazardous materials storage and handling systems, fire suppression and detection technology, and comprehensive fire protection engineering principles.

- Ability to utilize the International Fire and Building Codes and NFPA Standards when performing job functions.

- Collect, analyze, organize and present information effectively in written and oral formats.

- Ability to read and interpret complex plans, maps and specifications.

- Analyze and resolve final acceptance testing and inspection deficiencies in accordance with locally adopted codes and standards.

- Proficient computer skills including data management systems and specific and customized software applications (i.e. records management and data analysis systems)

- Basic skill level using Microsoft Office Suite including, word processing, spreadsheets, and databases

- Effective time management skills

- Advanced customer service skill and ability to establish and maintain effective working relationships.

- Work independently without direct supervision

- Detail oriented and organized

- Ability to make relevant mathematical calculations

- Effective verbal and written communication

- Regular, predictable attendance

Education:

- H.S. Diploma or GED

- Associates Degree from an accredited institution in Fire Protection discipline or related field preferred

Preferred Exp erience:

Two (2) years of full-time experience as a fire service professional or in a closely related field, such as:

- Fire or building Inspection

- Fire Protection Systems (inspecting, designing, and/or installing)

Licensing/Certifications:

- Valid driver's license with a safe driving record

- NIMS 100, 700 required within 6 months of hire date

- International Code Council (ICC) Fire Inspector I and II required within 6 months of hire date

- State of Colorado Fire Inspector I and II required within 6 months of hire date

- International Association of Arson Investigators (IAAI) – Fire Investigation Technician or National Association of Fire Investigators (NAFI) – Certified Fire and Explosion Investigator within 18 months of hire date

- NWCG S130/190 (32-hour classroom portion) within 24 months of hire date

1415.6 PHYSICAL REQUIREMENTS*
Must be able to:

- Operate at higher elevations in relation to the ground and do so with mobility and flexibility without jeopardizing the safety of self or others.

- Drive and get into and out of vehicles repeatedly.

Strength – Light

Movement

- Occasional – climbing, walking on uneven terrain, reaching, forceful gripping, fine finger manipulation, feeling

- Frequent – standing, sitting, walking

Auditory – Not Limited

- Talking and hearing

Vision - Required

- Near acuity, far acuity, depth perception, adjustment, color vision, field of vision

Environmental Conditions and Physical Surroundings – Exposure

- Occasional – exposure to weather, vibration, platform for movement

Equipment Utilized

- Office equipment, vehicles

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Hazards

- Rare – Exposure to toxic or caustic chemicals

- Occasional – proximity to moving, mechanical parts; working in high, exposed places; working in road ways or construction zones; exposure to dust, fumes, gases or airborne particles

Computer Use – Occasional

Driving – Frequent