

**DISTINGUISHED FEATURES OF THE CLASS:** This is inspection work involving responsibility for determining compliance with the City Fire Prevention Code and related laws in assessing potential hazards. The position entails a high degree of responsibility since errors in judgement might endanger lives and property. The duties are performed under the general direction of the Building Official III with a wide leeway allowed in planning and carrying out the details of the work. Supervision is not generally a function of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Inspects buildings, property and places of public assembly for fire hazards, efficiency of fire protection equipment, adequacy of exits, and general compliance with the Fire Prevention Code;
- Works in conjunction with the Building Official III on inspections or as needed, review site plans and diagrams;
- Inspects the installation and maintenance of sprinkler and fire alarm systems;
- Responds to all structure fires in the City to investigate possible arson or other fire causes;
- Investigates vacant building for fire and safety hazards and recommending securing or demolishing building where necessary;
- Takes photographs of fire hazards and fire scenes;
- Investigates complaints of outdoor burning hazards;
- May testify in court regarding violations of the Fire Prevention Code and related applicable laws;
- Maintains files and sends notices of violations following inspections;
- Issues appearances tickets for code violations and court appearances where necessary;
- Attends workshops and seminars pertaining to fire inspection and prevention;
- Files copies of all inspection reports with the Fire Prevention Bureau;
- Maintains records and prepares reports of inspection activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of local fire prevention laws and ordinances; good knowledge of the geography of the City; working knowledge of State and Local Building Codes; working knowledge of modern methods of fire prevention and firefighting; ability to recognize fire hazards, ability to establish and maintain cooperative relationships with public officials and with the general public; good powers of observation; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Two (2) years of experience as a fire inspector with four (4) years as a volunteer firefighter;  
OR
- B. Five (5) years of experience as a "paid" firefighter;  
OR
- C. An equivalent combination of experience and training as defined by the limits of A and B above.

Cheryl Kent-Biccum  
CS Commission Secretary

REV: 9/12/17  
1/21/86  
4/4/64