

# **Job Description - Fire and Life Safety Inspector**

FLSA – Part-time, Social Security, 24 hours per week

Benefits – Vacation time provided

Pay – Negotiable Depending On Qualifications

## **1048.1 PURPOSE AND SCOPE**

To outline the part-time position of Fire and Life Safety Inspector

## **1048.2 REPORTS TO**

Assistant Chief of Operations

## **1048.3 RESPONSIBILITIES**

The Fire and Life Safety Inspector (a) conducts fire and life safety inspections to ensure compliance with fire and building codes and related laws and standards in all applicable occupancies, new and existing, within Central Joint Fire – EMS District; (b) supervises licensed pyrotechnic displays; (c) conducts plan review; and (d) performs home inspections as required.

## **1048.4 ESSENTIAL FUNCTIONS**

The Fire and Life Safety Inspector will be required to:

- A. Establish and maintain effective working relationships with various external agencies, other departments, Central Joint Fire – EMS staff and members of the public.
- B. Act as a liaison between the Fire District and other agencies, groups, and/or organizations.
- C. Act in accordance with the Central Joint Fire - EMS Personnel Policies and Procedures Manual and Operating Procedures.
- D. Conduct fire and life safety inspections to ensure compliance with fire and building codes and related laws and standards in new and existing buildings.
- E. Perform home inspections for foster/daycare.
- F. Assist with fire safety and injury prevention educational events.
- G. Understand and apply applicable fire and building codes.
- H. Act as a resource for appropriate code requirements, conducting research from all available resources.
- I. Prepare clear, understandable technical and non-technical summations of related fire and life safety matters.
- J. Investigate complaints related to fire code violation(s). Meet and discuss violation(s) with individuals as necessary and report to supervisor as necessary.
- K. Witness acceptance and maintenance test(s) on fire protection and detection systems.

- L. Assist with developing building and site pre-plans.
- M. Respond to incidents, in a non-emergency manner, at the discretion of the Fire Chief or the Incident Commander and perform functions within the Incident Command System as needed or directed.
- N. Coordinate and supervise any form of licensed pyrotechnic display.

#### **1048.5 OTHER DUTIES**

- A. Complete documentation and data entry into the district's RMS software programs related to all assigned functions.
- B. Perform basic office work functions, such as copying, scanning, typing, filing, writing memos and sorting.
- C. Answer calls related to fire and life safety inquiries.
- D. Complete plan review, fire safety inspection and related documentation and reports.
- E. Issue burn permits.
- F. Assist with plan review to ensure compliance with applicable codes, standards and local resolutions.
- G. Research files and data for environmental assessment requests.
- H. Perform other administrative duties as assigned.

#### **1048.6 MINIMUM QUALIFICATIONS AND CERTIFICATION REQUIREMENTS**

- A. Five (5) years of related experience.
- B. Comprehension of technical data, written instructions and verbal orders.
- C. Computer literacy in Microsoft Office programs and other software programs.
- D. High school diploma or equivalent.
- E. Valid state-issued driver's license.
- F. Trained in CPR, First-aid and AED.
- G. Certified State of Ohio Fire Inspector.

#### **Preferred Qualifications**

- A. Certified State of Ohio Firefighter II

#### **1048.7 WORK EXPECTATIONS**

- A. Maintain a high regard for personal safety, as well as that of the public.
- B. Demonstrate self-motivation and enthusiasm.
- C. Demonstrate pride in organization and self.
- D. Display honesty, trustworthiness and accountability.
- E. Maintain high ethical and moral standards. Report any attempted bribes and/or gratuities.
- F. Work well with other various external County and state agencies.
- G. Deliver a high level of customer service to internal and external customers.

## Time Management

- A. Arrive at work punctually and prepared for duty.
- B. Plot a daily schedule and maintain that schedule.
- C. Prompt for scheduled appointments.
- D. Complete reports and assignments in a timely manner.

## Teamwork and Customer Relations

- A. Interact with the public in a positive and professional manner.
- B. Create ideas that improve production, organizational performance or result in cost- or time-savings for the department. Use critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- C. Develop and maintain cooperative and professional relationships with internal employees and external county and state agencies and organizations.
- D. Act as a consultant to department personnel performing fire inspections.

## Professional Development

- A. Actively participate in ongoing continuing education that is offered by the department and outside training that is requested or required.
- B. Maintain certifications.

## **1048.8 WORKING CONDITIONS AND PHYSICAL DEMANDS**

The work environment characteristics described below are representative of those an employee may encounter while performing the essential functions of this job.

- A. While performing the duties of this position, the employee is frequently required to: stand, walk, balance, sit, kneel, crouch, stoop, climb, bend, or crawl; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; climb stairs and ladders; and be able to traverse unstable surfaces. The position requires mobility in residential, commercial, and industrial facilities as well as outdoor environments.
- B. Duties involve moving materials weighing up to 50 pounds on a regular basis, such as boxes, office equipment, etc., and infrequently weighing over 75 pounds.
- C. Manual dexterity and coordination are required approximately 75% of the work period while operating equipment such as a computer keyboard, telephone, motorized vehicle, instruments and tools used for fire and life safety education programs and inspections, etc.
- D. At times, the employee will be required to operate in conditions where noise levels are elevated and hearing protection may be required. The noise level in the work environment is typical of most office environments.
- E. May encounter hazardous materials, blood-borne pathogens, and/or other hazardous environments.

- F. Part of the work period may be spent in other environments which may expose the employee to inclement weather, hazardous materials and other extreme and/or dangerous environments where personal protective equipment may be required.
- G. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus with or without corrective measures.

#### **1048.9 TOOLS AND EQUIPMENT USED**

This position requires the ability to utilize and operate the following types of specialized equipment. This list should not be considered “all-inclusive,” as other specialized types of equipment may be required.

- A. Staff vehicles
- B. Portable and/or Mobile Radio
- C. Computers: Mobile Data Computer, Patient Care Reporting Laptop, desktops and tablets
- D. Calculator, tape measure, measuring wheel, engineering/drafting scales
- E. Other department issued equipment related to this position

#### **DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT**

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time.

Approved: Kevin L. Riley, Fire – EMS Chief

Date 10/20/2024