



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Fire Inspector I
DIVISION	Fire Prevention Bureau
FLSA STATUS	Non-exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under supervision of the Assistant Fire Chief/Fire Marshal, the Fire Inspector I performs a variety of routine residential and business inspections to ensure compliance with fire prevention codes and ordinances and educates the public of fire prevention best practices.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Fire Inspector series. This class is distinguished from the Fire Inspector II by the level of technical knowledge, skills, and abilities and the level of responsibility assumed and the independence with which employees are expected to perform.

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Performs a variety of inspections of public, commercial, industrial, residential, vacation home rental inspections and other buildings and property to ensure compliance with the Fire Prevention Codes and Regulations.
2. Reviews, approves, and inspects Operational Permits and Special Events.
3. Investigates fire code violations and complaints.
4. Assists in the investigation of cause and origin for structure and wildland fires.
5. Prepares investigation documents which includes drawings, samples, photographs, interviews, and other investigative analyses.
6. Performs a wide variety of clerical work including, filing, tracking, checking, and recording information on records.
7. Reviews and approves building plans for fire code compliance.
8. Provides tree marking services and issues tree removal permits in accordance with Fire Fuel Reduction MOU between TRPA and the Tahoe Douglas Fire Protection District.
9. Performs defensible space inspections in accordance with Fire District standards.
10. Participates in the development and delivery of fire safety education programs.



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QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire code and the ordinances enforced by the county, state, federal agencies, and national standards.
- Principles of fire plan review and accepted safety standards.
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the Fire District.
- Basic fire investigation skills including burn pattern characteristics, factors affecting fire spread, color and density of smoke, flame and heat characteristics, material burning rate, and heat release characteristics.
- Electrical systems, building construction, chemicals, and the flammable properties of various substances in their solid, liquid, or gaseous states.
- Wildland fire operations and urban interface standards and practices.
- Computer applications related to work.

Skill to

- Communicate effectively both orally and in writing.
- Understand, interpret, and apply policies and procedures.
- Maintain accurate records.

Ability to

- Explain technical terminology and information to the public.
- To understand political sensitivities and how inter-relationships in the local community can affect the success of fire prevention efforts.
- Interact with community agencies in an effective manner.
- Maintain positive working relationships with other Fire District personnel, supervisors, and the public.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Maintain knowledge and competency of current trends in the field.
- Serve as a member of various Fire District committees.
- Follow procedures and directions both in written and oral form.
- Operate and employ current office practices, procedures, methods, and computer equipment.
- Fill out forms, reports, logs and draw diagrams.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Assist with business correspondence and procedures.



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- Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.
- Learn to set priorities.
- Learn how to conduct plan reviews.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High school diploma or equivalent.
- Two (2) or more years of progressively responsible experience in fire prevention, code enforcement, construction, or fire service.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current throughout duration of employment.

- Certified Nevada Fire Inspector Level I through the International Code Council.
- Meets the standards and requirements as established by the National Fire Protection Association (NFPA) (2006) Standards for Professional Qualifications for Fire Inspector Level I as outlined by the Nevada Fire Service Standard and Training Committee (NRS 477).
- Certified as a Nevada Fire Investigator within one (1) year.
- Completion of Fire Plans or Building Plans Examiner Certification - International Code Council within two (2) years.
- Completion of National Wildfire Coordinating Group (NWCG) FI210 Wildland Fire Investigator within -two (2) years.
- Completion FEMA Incident Command Systems (ICS) 100, 200; and IS 700, 800 within six (6) months.
- Completion of Youth Firesetter Prevention and Intervention (YFPI) program within two (2) years.
- Must possess or obtain CPR certification within 6 months of hire.
- Possess and maintain a valid CA or NV driver's license.

Special Requirements:

- Must maintain a satisfactory driving record.
- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- Provide fire prevention coverage for special events within the District and participate in the rotation of prevention duty coverage during after hours, weekends, and holidays.



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PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office setting uses standard office equipment and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various residential, commercial, or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling, walking on uneven terrain at construction sites, and climbing ladders, scaffolding, and stairs. Strength to lift and carry up to 30 pounds at times. Ability to read printed materials and a computer screen. Ability to appropriately handle stress and to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in office settings, business interiors, construction sites, fire scenes and occasionally in forested wildland environments. Work may occasionally be performed outside with exposure to dust, fumes, odors, chemicals, dampness, cold, heat, and loud noises. Position requires travel by car from the office to inspection sites.

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to loud on emergency scenes and testing locations. There is a risk of injury or death related to construction sites, forest terrain and fire scene overhaul and investigation activities.



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ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE