



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

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

Under supervision of the Division Chief/Fire Marshal, the Fire Inspector II performs a variety of routine residential and business inspections to ensure compliance with fire prevention codes and ordinances and educates the public on fire prevention best practices. At the Fire Inspector II level, incumbents are expected to work independently.

DISTINGUISHING CHARACTERISTICS

This is the intermediate level class in the Fire Inspector series. This class is distinguished from the Fire Inspector I by a higher level of technical knowledge, skills, abilities, increased responsibility, and greater independence with which employees are expected to perform.

REPORTS TO: Division Chief/Fire Marshal

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. Obtains cooperation and compliance to fire codes and laws with local businesses, contractors, and District residents.
2. Explains technical terminology and fire prevention information in a clear and concise manner.
3. Performs a variety of inspections of public, commercial, industrial, residential, and other buildings, and property to ensure compliance with Fire Prevention Codes and Regulations.
4. Investigates fire safety violations.
5. Reviews and approves building plans for fire code compliance.
6. Reviews, approves, and inspects operational permits and special events.
7. Performs defensible space inspections in accordance with Fire District standards.
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.



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9. Participates in the development of fire safety education programs and speaks publicly in the delivery of such presentations.
10. Investigates scenes of fires or explosions to determine the cause of these events and if a crime has been committed.
11. Prepares documents and evidence from the scene, which includes drawings, samples, photographs, interviews, and other investigative methods.
12. Interviews firefighters, officers-in-command, tenants, witnesses, bystanders, and known informants in gathering information as to the origin, cause, time, and possible suspects or material witnesses.
13. Performs a wide variety of clerical work including filing, tracking, checking, and recording information on records.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire code and ordinances enforced by the county, state, federal agencies, and national standards.
- Principles of fire plan review and accepted safety standards.
- International Building Code, International Fire Code, International Wildland-Urban Interface Code, and NFPA standards.
- District streets, geography, location of water mains and hydrants and major fire hazards of the Fire District.
- 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 state, and safe work practices and procedures.

Skill to

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

Ability to

- Work independently, with minimal supervision.
- Foster good public relations on behalf of the Fire District.
- Interact with community agencies in an effective manner.
- Respond to inquiries, complaints, and requests for service in a consistent, fair, tactful, and firm manner.



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- Maintain positive working relationships with other fire District personnel, supervisors, and the public.
- Communicate effectively, both verbally and in writing.
- Follow procedures and directions both in written and oral form.
- Operate and employ current office practices, procedures, methods, computer equipment, and software.
- Fill out forms, reports, logs and draw diagrams.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Write reports, business correspondence and procedural manuals and understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

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.
- Associate's Degree in Public Administration or Fire Science.
- Five (5) or more years of progressively responsible related experience in fire prevention, code enforcement and/or fire investigation.

Required Certifications and Licenses:

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

- Certified Fire Inspector I and II through the International Code Council.
- Meet the standards and requirements as established by the National Fire Protection Association (NFPA) 1031 (2022) Standards for Professional Qualifications for Fire Inspector Level II as outlined by the Nevada Fire Service Standard and Training Committee (NRS 477).
- NWCG FI-210 certification.
- Certification as a Fire Investigator 1 with NV, IAAI or equivalent.
- International Code Council Fire Plans Examiner or equivalent.
- 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.



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- 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.

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 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