



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Fire Inspector Trainee
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DIVISION	Fire Prevention Bureau
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FLSA STATUS	Non-exempt
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SAFETY SENSITIVE	No
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DEFINITION

Under direct supervision, the Fire Inspector Trainee learns and applies fire prevention principles to ensure compliance with fire prevention standards. This developmental position provides training and hands-on experience in all aspects of fire prevention, while making a positive contribution to the fire prevention division.

DISTINGUISHING CHARACTERISTICS

The Fire Inspector Trainee is the entry-level position in the Fire Inspector series, serving as a structured training role leading to advancement as a Fire Inspector I. Progression to the next level requires meeting all classification requirements, successfully completing an 12-month probationary period, obtaining the necessary certifications, and receiving approval for advancement. Trainees perform a variety of fire prevention tasks while receiving continuous on-the-job training, with additional coursework or certifications as needed. This position differs from the Fire Inspector and Fire Inspector/Investigator roles by involving a more limited scope of duties performed under closer supervision.

REPORTS TO: Assistant Fire 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. Acts as the first point of contact for the Fire Prevention Bureau. Directs callers to the proper person or handles the call; provides information which requires the use of judgment and interpretation of Fire District policies, rules and procedures.
2. Coordinates the plan intake process through the website including receipt confirmation, contractor communication/payment and plan reviewer scheduling.
3. Coordinates the calendar schedules for the Bureau including taking appointments for personnel, monitoring their whereabouts, sending task reminders, and following up as needed.



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4. Conducts field inspections of vacation home properties, businesses, construction sites and special event venues to determine compliance with applicable codes, ordinances, and standards for fire and life safety; assisting constituents work towards compliance through education and enforcement.
5. Conducts follow-up inspections as necessary providing documentation of efforts and progress.
6. Processes applications for event permits; including collecting necessary documentation to identify necessary hazard mitigation measures.
7. Conducts pre-event inspections and fire prevention standby for special events, working closely with response crews to identify areas of concern, gain venue familiarization for fire protection measures and determine hazard mitigation strategies.
8. Provides public education in the form of presentations to various organizations, schools, and the general public on a variety of fire safety and prevention topics and recommend methods for preventing/correcting fire hazards.
9. Participates in Youth Fire Setting Intervention programs
10. Performs limited plan review, under supervision, of commercial and residential building improvements and projects.
11. Prepares reports, memo's, emails and other forms of documentation and correspondence.
12. Provides PIO support in the form of social media posts, press releases and information distribution when necessary.
13. Responds to citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.
14. Attends designated courses, meetings, seminars, and training as necessary to acquire and maintain professional competence.
15. Provides assistance in determining the origin and cause of fires that occur within the Fire District while working with experienced Fire Inspector/Investigators.
16. Maintains an organized, efficient, and professional Bureau work environment.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Policies and procedures of the Fire District.
- The International Fire, Building, Residential, and Wildland Urban Interface Codes and their application in the Fire District.
- Hazardous materials storage and handling requirements.
- High-pile combustible storage requirements.
- Best practices and Wildland Urban Interface Code concepts.
- Building construction; State and local building and fire codes and standards.
- Modern fire protection systems; fire chemistry; and fire prevention techniques.

Skill to

- Learn and apply new knowledge, procedures, and techniques.
 - Exercise appropriate discretion and maintain confidentiality of information.
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- Work under stressful situations.
- Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.
- Communicate effectively, both orally and in writing to members of the public or members of the fire district.
- Deliver effective public education presentations and training in front of individuals and groups.
- Effectively manage time and prioritize a diverse workload.
- Work with tablets, computers, cell phones and various software applications.
- Compose emails, memos, letters, reports, and spreadsheets using computer software, as necessary.
- Write violation notices, narrative reports, and other documents.
- Research and analyze issues, identify problems, and present solutions.

Ability to

- Work effectively with various individuals in a team environment.
- Recognize fire hazards and code violations, seeking consultation from senior inspectors to recommend mitigation and/or corrective measures.
- Work with senior inspectors to interpret and enforce adopted codes, ordinances, and standards.
- Under supervision, perform accurate plan reviews for compliance with adopted codes, ordinances, and standards.
- Participate in fire investigations, conduct interviews, take photographs, and draft reports.
- Prepare and provide public education and community risk reduction programs and presentations.

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 or equivalent.

Required Certifications and Licenses:

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

- Possess and maintain a valid CA or NV driver's license.
- Must possess or obtain CPR certification within six (6) months of appointment
- ICS 100, 200, 700, and 800 certifications within two (2) months of appointment.
- Nevada state Hazmat Awareness within six (6) months of appointment



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- Certification by the International Code Council as a Fire Inspector I within six (6) months of appointment.
- Nevada Inspector I within twelve (12) months of appointment
- NWCG Basic 32 within twelve (12) months of appointment
- NWCG S-203 PIO trainee within twelve (12) months of appointment
- Youth Fire Setting Prevention and Intervention Certification within eighteen (18) months of appointment. Contingent upon course availability.

Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- This position must be available to work occasional weekends, and after-hour events as assigned and may be recalled after hours for fire investigations/training.

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.



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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.

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