

## **FIRE INSPECTOR TRAINEE**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Fire Inspector Trainee learns to perform and performs fire inspections through a structured, on-the-job training program. Duties that are learned and performed include: utilizing the Fire Department and the Development Services Department records management system to view, print, and modify records; understanding, interpreting and applying the Mesa Fire Code and conducting business inspections in low- to medium-hazard occupancies; responding to public inquiries to determine conformance with City codes and regulations; verifying the functions of emergency access features and equipment, such as Knox boxes, key switches, gates, strobe functions; delivering safety programs on topics such as fire safety, housekeeping, fire extinguisher, sprinkler systems, and smoke detectors; researching, analyzing, and reporting on topics related to prevention programs; understanding City goals and policies; may be assigned to support the Fire Safety Operational Permit Program (FSOP); and may provide backup support for the clerical staff as needed. This class is also responsible for performing related duties as required.

**Distinguishing Features:** The Fire Inspector Trainee class is a training class that learns to perform fire inspections and is required to complete specific criteria, established procedures, measurable performance standards, and appropriate documentation. Close supervision is initially received from a Assistant Fire Marshal for Fire Inspections, who coordinates the employee's training through the Fire Inspector I and II. As training and experience progress, a Fire Inspector Trainee is expected to exercise increased skill, judgment, and independence in completing assignments. Difficult or procedural problems are escalated to the Assistant Fire Marshal for Fire Inspections or designated Fire Inspector I or II. The Fire Inspector Trainee is distinguished from the Fire Inspector I in that the Trainee is an entry-level position which participates in an on-the-job training program to learn to independently perform inspection duties, while the Fire Inspector I independently inspects medium-hazard businesses. A Fire Inspector Trainee position reports to a Assistant Fire Marshal for Fire Inspections who evaluates work through observation, meetings, conferences, and end results achieved, and feedback from Fire Inspector I or II who are assigned to work with the Trainee. Employees in this class on occasion will be required to work evenings or weekends for special events and may be subject to stand-by and call-out; work schedules and locations are subject to change based on business needs.

A Fire Inspector Trainee will be eligible to progress through the noncompetitive, criteria-based promotional process to the Fire Inspector I class. Requirements for criteria-based promotion to the Fire Inspector I class include: one year as a Mesa Fire Inspector Trainee, with successful completion of the criteria-based promotional process; or two years experience conducting fire prevention inspections, building inspections, or inspections in a closely related field, including one year experience conducting inspections in medium-hazard occupancies; or a combination of two years designated experience, with successful completion of the criteria-based promotional process; and a State Fire Inspector or International Code Council (ICC) Fire Inspector I certification. An incumbent who fails to complete the training and noncompetitive, criteria-based promotion within two years of hiring may be transferred, demoted, or terminated. This class is FLSA nonexempt.

## QUALIFICATIONS

**Minimum Qualifications Required.** High school diploma or GED. Two years face-to-face customer service experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date and have an acceptable driving record.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Experience or training in personal computers (PCs) and public speaking are highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Work involves considerable public contact requiring good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness. Establishes and maintains effective working relationships with property and business owners, coworkers, and the general public. Advises property owners and/or managers of methods to improve life safety and abate fire hazards. Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations. Responds to complaints and questions from citizens. Interprets and explains fire codes and regulations. May appear in court regarding fire inspection. Assists with public education programs by conducting fire prevention and life safety classes for private schools, churches, civic groups, industries, etc., as well as classes for fire personnel on fire and building codes and commercial inspections. Instructs and demonstrates fire and life safety practices. Prepares written documents, such as fire inspection incident reports and business correspondence. May assist with drafts of Fire Prevention policies and procedures.

**Manual/Physical:** Work involves considerable walking, climbing, bending, stooping, lifting up to 50 pounds for checking fire extinguishers, hooking up trailers, etc.; looking overhead; and/or working in small/cramped areas; and using small hand tools (pliers, screwdrivers, wrenches, etc.) while performing inspection duties. Works at elevated levels on roofs, high-rise buildings, or on a ladder or lift up to 25 feet, when performing inspections. Inspects buildings and related areas for life safety and fire protection equipment, systems, processes, and hazards. Conducts business inspections of low- to medium-hazard occupancies (such as places of assembly, and mercantile). Performs plan reviews for Fire Department access (i.e., lock boxes, fire lanes, etc.). Distinguishes colors to read hazardous materials fire diamonds (704M) and to examine electrical or alarm panel wiring and panel status indicators. Inspects fire alarm systems with audible and visual warning signals. Photographs and details fire hazards. Issues permits as necessary. May prepare evidence for court. Enters fire inspection report data and information from inspections into a computer record system. Assists with preparing and updating Fire Department details, documents, etc. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to inspection sites. Recognizes and identifies chemical odors during inspections. Operates a variety of standard office equipment such as a PC, copy/facsimile machine, telecommunications equipment, and camera.

Assists with department programs, such as the Business Risk Assessment and Safety Survey (BRASS) program and systems maintenance programs, as required. Position is subject to atmospheric conditions such as, fumes, dusts, odors, mists, gases, or poor ventilation, which may require the use of a basic filtration mask. Position is subject to environmental conditions of activities occurring both indoor and outdoor. Uses appropriate personal protective equipment (PPE). Prepares boxed and/or bundles of program materials for distribution. Meets scheduling and attendance requirements.

**Mental:** Receives overall directions from supervisors and prioritizes own daily work assignments within established guidelines, conducts research, and analyzes data related to inspections. May coordinate joint inspections with building inspectors and plan reviewers. Uses Fire Department and other City resources to conduct research about businesses prior to inspections. Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and Fire Department Standard Operating Procedures (SOPs). Determines compliance with life safety and fire prevention laws and standards. Conducts research on hazardous materials classification and code data to identify options for resolving fire and life safety problems and consults with supervisors to determine appropriate actions. Takes appropriate steps to ensure compliance with fire prevention and life safety regulations. Resolves issues with business owners and citizens. Compares sprinkler design features with existing conditions to determine code compliance. Comprehends and interprets local and national fire and life safety codes and standards, as well as blueprints and schematic drawings. Learns fire prevention, protection, and public education material through on-the-job training and in classroom settings.

**Knowledge/Abilities:**

Knowledge of:

customer service practices;  
telephone etiquette; and  
basic data entry and computer usage.

Ability to:

understand fire behaviors and life safety principles;  
detect fire hazards and unsafe conditions and practices;  
understand modern firefighting procedures and methods;  
read construction blueprints;  
read and understand technical fire codes, regulations, and standards;  
read and understand basic information relating to electrical, mechanical, plumbing, and structural codes;  
understand building construction and fire protection and life safety systems;  
learn and use public education methods;  
prioritize work assignments;  
maintain detailed, electronic program records;  
prepare professional and thorough correspondence, documents, and reports;  
manage time efficiently and effectively;  
function as backup for administrative support staff; and  
establish and maintain effective working relationships with coworkers, management, representatives from other City departments, outside agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that maybe performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TO/fl/hn

CS3863.DOCX

EEO-Para

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 42

SECURITY-No

CDL -No

IND-7710

SWORN-No