

FIRE INSPECTOR II

JOB DESCRIPTION

Classification Responsibilities: A Fire Inspector independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; aircraft repair facilities; facilities with special processes such as spraying or dipping processes; and high-piled storage. An employee in this class performs technical inspections of buildings, facilities, event grounds, and processes to determine conformance with City codes and regulations. Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding City goals and policies. Some positions in this class may be assigned to conduct specialized hazardous materials or other inspections and related work associated with these types of inspections. This class is also responsible for performing related duties as required.

Distinguishing Features: The Fire Inspector II is distinguished from the Fire Inspector I by inspections requiring the application of greater specialized knowledge of the fire and building code as it pertains to high-hazard occupancies, special processes, and hazardous materials. Incumbents may advise the Deputy Chief assigned as Fire Marshal and Assistant Fire Marshal for Fire Inspections, who functions as the Deputy Fire Marshal, on technical code or hazardous process matters and assists the Fire Inspector Trainee and Fire Inspector I as needed. The work of the Fire Inspector II class work is highly independent and requires that employees prioritize their own work, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Employees may progress to this class by a noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance and certification. Minimal supervision is received from the Assistant Fire Marshal for Fire Inspections, who functions as a Deputy Fire Marshal, and who reviews work through observations, reports, meetings, and overall inspection results. Fire Inspector II may give technical assistance and direction to the Fire Inspector I or Trainee, as necessary. Employees in this class are required to work as needed on holidays, evenings, or weekends for fire prevention related activities and may be subject to stand-by and call-out. Work schedules and locations are subject to change based on business needs. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. High school diploma or GED. Four years experience in conducting fire prevention inspections, building inspections, or inspections in a closely related field, including one year experience conducting inspections in high-hazard occupancies; OR two years experience as a City of Mesa Fire Inspector I with successful completion of the criteria-based promotional process.

Special Requirements. Must possess a valid Arizona Driver's License by hire/promotion date. Must possess an International Code Council (ICC) Fire Inspector I certification and a State Fire Inspector (or an equivalent/acceptable substitute such as National Fire Protection Association [NFPA] Fire Inspector certification, National Institute for Certification in Engineering Technology [NICET] Level II Certification, or Bachelor's Degree in Architecture or closely related field) by hire/promotion date. Must possess an International Code Council (ICC) Fire Inspector II certification and a State Fire Inspector certification within one year of hire or promotion and maintain certification/annual training thereafter.

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. Graduation from an accredited college or university with an Associate's Degree in Fire Science Technology or closely related field is preferred. Experience/training in the fire service, customer service, and public speaking are also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Work involves extensive public contact with highly independent decision-making, which requires good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness. Communicates regularly with the Fire Inspector I and Trainee to mentor them providing for effective Departmental operations and career development. 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 testify 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, and incident reports, summaries for hazardous material operators, business correspondence, and 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 all types of public and private buildings for life safety and fire protection equipment, systems, processes, and hazards. Conducts business inspections (including hazardous materials, health care, high-rise, and covered mall inspections). 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 and damages. Issues permits as necessary. Prepares evidence for court. Enters fire inspection report data and information in the field from inspections into a computer record system. Prepares and updates Fire Department details, pre-plans, documents, etc. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to inspection sites. Ability to recognize/identify chemical odors during inspections. 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. Operates a variety of standard office equipment such as a personal computer (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. Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

Mental: Prioritizes own work assignments, 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. Requires higher level of code and technical knowledge to conduct research on and analyzes hazardous materials classification and code data to present options in resolving fire and life-safety problems. Takes appropriate steps to ensure compliance with fire prevention and life safety regulations. Resolves issues with business owners and citizens through education, direction, and enforcement. Review and evaluate sprinkler design calculations and high-piled stock and airflow requirements. 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 and Abilities:

Knowledge of:

fire hazards and unsafe conditions and practices;
fire codes and regulations;
basic firefighting procedures and methods;
basic information relating to electrical, mechanical, plumbing, and structural codes;
building construction and fire protection and life-safety systems;
public education methods; and
data entry and computer skills.

Ability to:

inspect high hazard businesses for fire hazards, verify fire protective equipment and systems maintenance, fire exit adequacy, and compliance with fire prevention laws and standards;
prioritize and complete inspection and non-inspection assignments;
work highly independent;
follow-up on inspections to gain compliance;
present public education programs;
work with others, problem-solve and determine win/win solutions;
work effectively with other Inspectors, following direction or providing mentoring as necessary;
provide a consistent, high-level of customer service;
express ideas clearly and concisely, both orally and in writing; and
deal persuasively and effectively with property owners and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be 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.

Revised 5/15

TO/fl/hn

CS4545.DOCX

CS4720 (Part-time)

EEO-Tech

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 49

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SECURITY-No

CDL-No

IND-7710

SWORN-No