

## **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 City goals and policies to inspect buildings to locate hazardous conditions and fire code violations, such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits; and to conduct fire code compliance follow-ups to ensure that corrective actions have been taken. In addition to learning and performing fire safety inspections and follow ups, some Fire Inspector Trainee positions may be trained and assigned to conduct origin and cause investigations and assist the Police Department with arson related investigations, which involves responding to fire scenes as requested both during their regular workweek and on a stand-by/call-out basis, with the origin and cause responses taking priority over inspection duties. A Fire Inspector Trainee may also be assigned to support the Business Education Safety Training (BEST) Program, deliver fire safety programs, and provide back up support for Fire Prevention's administrative support staff. 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 origin and cause investigations as assigned, and is required to complete specific criteria, established procedures, measurable performance standards, and appropriate documentation. Close supervision is initially received from an Assistant Fire Marshal for Fire Inspections, who coordinates their training process. 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, and origin and cause investigations as assigned, while the Fire Inspector I independently inspects medium-hazard businesses. A Fire Inspector Trainee position reports to an Assistant Fire Marshal for Fire Inspections who evaluates work through observation, meetings, conferences, and end results achieved; and feedback from Fire Inspector I or IIs who are assigned to work with the Trainee. Employees in this class may be required to work evenings, weekends, and holidays for special events and may be subject to stand-by and call-out, which are routine for Fire Inspector Trainees also assigned to conduct fire origin and cause investigations. 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; State Fire Inspector or International Code Council (ICC) Fire Inspector I certification; and the investigations related training, proficiency,

and certification requirements for positions assigned to conduct the origin and cause investigations. 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**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED. Two years' face-to-face customer service experience.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date and have an acceptable driving record. Positions assigned to learn and conduct fire origin and cause investigations must live within 15 miles of the City of Mesa; must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date, and must maintain certification; and must obtain Fire Investigation Technician certification through the International Association of Arson Investigations (IAAI) within 24 months of assignment.

**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. Explains the Mesa Fire Code and City goals and policies related to fire inspections. Interprets and explains fire codes and regulations, hazardous conditions, and fire code violations. 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 customers to achieve resolution of the violations. Responds to complaints and questions from citizens. May appear in court regarding fire inspections, and origin and cause investigations as assigned. Assists with public education programs by conducting fire prevention and life safety classes for 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:** Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to inspection sites. 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 (example: pliers, screwdrivers, wrenches, etc.) while

performing inspection/investigation 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 (example: places of assembly, and mercantile). Performs plan reviews for Fire Department access (example: 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 (and investigations as assigned) into a computer record system and retrieves related information. Assists with preparing and updating Fire Department details, documents, etc. Recognizes and identifies 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. Uses appropriate personal protective equipment (PPE); for positions assigned to conduct origin and cause investigations, this includes PPE that weighs approximately 70 pounds that significantly impairs body cooling in high humidity (up to 100 percent) situations and a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life and health (IDLH). Detects natural gas leaks, traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations. Moves burned building debris (for positions assigned to origin and cause investigations). Assists with department programs, such as the BEST Program and systems maintenance programs, as required. Operates a variety of standard office equipment such as a PC, copy/fax machine, telephone equipment, and camera. Prepares boxed and/or bundles of program materials for distribution. May provide back-up support for Fire Prevention's administrative support staff. Meets scheduling and attendance requirements.

**Mental:** Understands, interprets, and applies the Mesa Fire Code and City goals and policies to inspect buildings. Identifies hazardous conditions and fire code violations and appropriate corrective actions and determines compliance. 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 (and origin and cause investigation as assigned), 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 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.

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RM/lv

CS3863.DOCX

CS4408 (Part-Time, Non-Benefited)

EEO-Para

JOB FCTN-ADM

Non DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE 45

PAY GRADE 45

IND-7710

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 51-200