

FIRE INSPECTOR III

JOB DESCRIPTION

Classification Responsibilities: A fire Inspector III independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies as per National Fire Protection Association (NFPA) 1730, Standard on Organization and Development of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations. The highest-hazard occupancies inspected by Fire Inspector IIIs have the potential for significant life loss or catastrophic events due to system failures resulting in hazardous material spills, large fire ignitions, or other complications. Employees in this class also perform site visits of new commercial construction and major renovation sites to ensure water supply, fire apparatus access, and fire code chapters on construction and demolition sites are adequately addressed. Incumbents are trained to witness fire protection system testing for NFPA and fire code compliance. A Fire Inspector III may be assigned to work and specialize in either the High Hazard Commercial Business Inspection assignment or the Educational Occupancy Inspection assignment.

High Hazard Commercial Business Inspection Assignment: Fire Inspector IIIs assigned to this area are responsible for the inspection of high-hazard occupancies including institutional facilities such as hospitals; large public assemblies with occupant loads of 300 or more; high-rises, semi-conductor facilities, chemical processing plants, and explosive processing facilities; battery energy storage systems; facilities with special processes such as specialty storage warehouses including hazardous materials facilities to assure appropriate maximum allowable quantities; and high-piled storage. Duties include but are not limited to: analysis of code compliance alternatives; evaluation of construction and occupancy classification and fire protection systems; and evaluation of emergency evacuation plans according to the job performance requirements as listed in NFPA 1031: Standard for Professional Qualifications for Fire Inspector, Fire Inspector III.

Educational Occupancy Inspection Assignment: Fire Inspector IIIs assigned to this area are responsible for the inspection of educational occupancies including public elementary, middle, and high schools (K through 12), private schools, and charter schools. A high level of interaction with school administration and facilities personnel is an essential responsibility of this assignment. This position also serves as a certified Youth Firesetter Intervention Specialist. In this role, incumbents work directly with School Resource Police Officers, as well as provide support to Mesa Fire Investigators conducting active fire investigations by initiating a Youth Firesetter Intervention case when the need presents. Duties include but are not limited to: disposition of all fire code infractions to “repaired” status; providing education to school administration and educating staff on fire code related safety in schools; and direct coordination with School Resource Police Officers to effect active aggression evacuation plans and drills that conform to both fire code and NFPA 3000: Standard for an Active Shooter/Hostile Event Response (ASHER) Program.

Distinguishing Features: The Fire Inspector III class is distinguished from the Fire Inspector I and II by its responsibility for conducting inspections requiring specialized knowledge of the fire, building, and NFPA codes as they pertain to the highest-hazard occupancies, special processes, hazardous materials, and the formulation of emergency planning per Chapter 4 of the currently adopted fire code. It is also distinguished by the specific responsibility for educational occupancy inspection of (K-12) buildings housing large populations of children to ensure maximum safety.

Incumbents may advise the Division Chief assigned as Fire Marshal and Assistant Fire Marshals on technical code or hazardous process matters and assist the Fire Inspector Trainees and Fire Inspector Is and IIs as needed by providing technical assistant and direction. The work of the Fire Inspector III class 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. Minimal supervision is received from the Assistant Fire Marshals who review work through observations, reports, meetings, and overall inspection results. Employees in this class may be required to work as needed on holidays, evenings, or weekends for fire prevention related activities. Work schedules may be subject to change based on business needs to include a Monday through Thursday or Tuesday through Friday schedule. 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. Six years of experience in conducting fire prevention inspections, building inspections, or inspections in a closely related field, including one year of experience conducting inspections in high-hazard occupancies; OR two years of experience as a City of Mesa Fire Inspector II.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire/promotion date. Must possess an Arizona State Fire Inspector II certification (or an equivalent Fire Inspector II certification from another state) or NFPA Fire Inspector II certification and maintain certification/annual training thereafter. ***High Hazard Commercial Business Assignment:*** Successful completion of National Fire Academy courses Fire Inspection Principles 2: Inspection of Structures and Systems R0391 and Hazardous Materials Code Enforcement N0615 within two years of promotion/hire. ***Educational Occupancy Inspection Assignment:*** National Fire Academy certification as Youth Firesetter Intervention Specialist per NFPA 1035 by hire/promotion date. State of Arizona certification Fire Instructor 1 per NFPA 1041 within one year of promotion/hire.

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, Fire Science Technology, or closely related field is preferred. International Code Council (ICC) Fire Inspector II certification. Experience/training in 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, II, and Trainee to mentor them providing for effective departmental operations and career development. May coordinate joint inspections with building inspectors. Establishes and maintains effective working

relationships with property and business owners, risk management and safety staff, coworkers, and the general public. Advises property owners and/or managers of methods to improve life safety and abate fire hazards. Communicate with fire crews in the disposition of discovered fire code issues the crew reports. 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 as assigned. Prepares written documents, such as fire inspection and incident reports, and assists business safety representatives in creating emergency planning documents per Chapter 4 of the currently enforced fire code. Ensures all new and renovation construction aspects fall properly in line with the currently enforced fire code. Creates summaries for hazardous material operators, business correspondence, and drafts of Fire Prevention policies and procedures. Works closely with the Development Services division to gather information on new construction sites and major renovation of existing structures.

Manual/Physical: Work involves considerable walking, climbing, bending, stooping, lifting (up to 50) pounds for checking fire extinguishers, and looking overhead; working in small/cramped areas; and using small hand tools (example: pliers, screwdrivers, wrenches, etc.) while performing inspection duties. Walks across trenches, dirt piles, etc., and climbs ladders, stairs, and scaffolding to perform inspections. 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 and investigates complaints regarding unauthorized or unsafe building use. Distinguishes colors to read hazardous materials fire diamonds (NFPA 704) 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. Updates Fire Department details, pre-plans, documents, etc. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to travel to inspection sites. Ability to recognize/identify chemical odors during inspection to recognize a safety hazard and remove themselves and others from that area. Position is subject to atmospheric conditions such as fumes, dust, 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.

Mental: Prioritizes own work assignments, conducts research, and analyzes data related to inspections. 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 a higher level of code and technical knowledge to analyze hazardous materials classifications and fire code data to present options in resolving fire and life-safety challenges. 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. Meets scheduling and attendance requirements.

Knowledge and Abilities (*common to all assignments*):

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, fire protection, and life-safety systems; and
complex process systems, high pile storage, and battery energy storage systems.

Ability to:

inspect high hazard businesses for fire hazards and verify fire protective equipment and systems maintenance, fire exit adequacy, and compliance with fire prevention laws and standards;
comprehend applicable codes and standards adopted by the jurisdiction;
evaluate evacuation plan procedures, read plans and reports, and analyze performance-based reports;
recommend criteria for the development of emergency planning and procedures;
prioritize and complete inspection and non-inspection assignments;
work highly independently;
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;
operate a PC to enter data and reports from inspections;
understand City goals and policies;
express ideas clearly and concisely, both orally and in writing; and
deal persuasively and effectively with property owners and the public.

Abilities (*by assignment*):

High Hazard Commercial Business Assignment:

Ability to:

evaluate the construction type required for an addition or remodeling project based on applicable codes;
identify, document, and report building deficiencies in accordance with jurisdictional policies;
evaluate fire protection plans and practices for facilities housing complex processes or operations so that fire growth potential for all areas is determined and the protection level is appropriate to the hazard and in accordance with applicable jurisdictional codes and standards;
evaluate alternative protection measures of equipment, operations, and processes after identifying deficiencies during facility field inspections;
comprehend hazards of a process or operation, fire protection systems required, inherent hazards, and necessary safety precautions; and
witness acceptance testing for an integrated fire protection system after review of approved shop

drawings, test protocols, and an installed system so that system performance can be evaluated for compliance, deficiencies identified and addressed, and reported in accordance with jurisdictional codes.

Educational Occupancy Inspection Assignment:

Ability to:

conduct a comprehensive annual fire inspection of all K through 12th grade educational occupancies; educate school staff on all fire code challenges discovered and how to disposition them to “repaired” status;
administer the division’s Youth Firesetter Intervention Program (including assembly of forms and creation of program policies and procedures) so that the intake process is conducted according to NFPA 1035 standards;
assemble interview tools and material resources to conduct interviews with youth and their family;
maintain program policies and procedures, approved forms, and materials;
report case information to supervision for confirmation that the intervention process meets all requirements; and
implement a referral process (given current interagency network list and program policies) so that the youth firesetter and their family can gain access to needed services and priority needs are met in specified time frames.

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.

New 10/23
NF/js/co
CS5207.DOCX
EEO-Tech
JOB FCTN-ADM
INCREMENTS 42-200

PAY GRADE: 52
IND-7710
SWORN-No