

FIRE INSPECTOR I

JOB DESCRIPTION

Classification Responsibilities: A Fire Inspector I independently performs fire inspections of occupancies, of which a majority are considered low- to medium-hazard occupancies including small- to medium-sized public assemblies with an occupant load of 50 - 299, large mercantile without significant hazardous materials, and educational facilities; fire inspections of some high-hazard occupancies with some guidance or assistance, which include institutional facilities such as care facilities; large public assemblies with occupant loads of 300 or more; and high-rises. An employee in this class performs technical inspections of buildings, facilities, 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; and researches, analyzes, and reports on topics related to prevention programs. This class is also responsible for performing related duties as required.

In addition to conducting fire safety inspections and follow ups, some Fire Inspector I positions are trained and assigned to conduct cause and origin investigations and respond to fire scenes as requested both during their regular workweek and on a stand-by/call-out basis, with the cause and origin responses taking priority over their inspection duties.

Distinguishing Features: The Fire Inspector I is distinguished from the Fire Inspector II in that the latter is responsible for independently and primarily inspecting medium- and high-hazard occupancies. The Fire Inspector I is also distinguished from the Fire Inspector Trainee in that they are able to work independently on mainly low- to medium-hazard businesses, while the Fire Inspector Trainee is an entry-level position which participates in an on-the-job training program to learn to independently perform inspection duties. The work of the Fire Inspector I class requires that employees work independently, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Positions in the Fire Inspector I class perform fire inspections, and origin and cause investigations as assigned. Employees will progress to this class by a noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance and certification, including the investigations related training, proficiency, and certification requirements for positions assigned to conduct the cause and origin investigations. Supervision is received from Assistant Fire Marshals who review work through observations, reports, meetings, and overall inspection results. The Fire Inspector I may also receive direction and guidance from a Fire Inspector II or III for high-hazard occupancies, career development and operational consistency, and may be used to train or mentor the Fire Inspector Trainee. Employees in this class will be required to work holidays, evenings, or weekends for inspection related activities, as necessary, and may be subject to stand-by and call-out, which are routine for Fire Inspector I also assigned to conduct fire origin and cause investigations. Work schedules and locations are subject to change based on business needs. 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 of experience conducting fire prevention inspections, building inspections, or inspections in a closely related field,

including one year of experience conducting inspections in medium-hazard occupancies; **OR** one year of experience as a City of Mesa Fire Inspector Trainee with successful completion of the criteria-based promotional process.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must possess an Arizona State Fire Inspector I certification (or an equivalent Fire Inspector I certification from another state) or National Fire Protection Association (NFPA) Fire Inspector I certification by hire or promotion date. Must possess an Arizona Fire Inspector I certification within two years of hire or promotion date and maintain certification/annual training thereafter. Positions assigned to conduct fire cause and origin 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 two years 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. 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 I certification is desirable. Experience/training in the fire service, customer service, and public speaking are also 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 testify 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 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, 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; 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. Conducts business inspections for public and private buildings for life safety and fire protection equipment, systems, processes, and hazards. Performs plan reviews for Fire Department access (examples: 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 valid Class D 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, 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. 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); 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 or health (IDLH atmospheres). 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). 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. Researches 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. 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 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 buildings 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;
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;
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.

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 7/24

MR/js/sb

CS4458.DOCX (Full-Time)

CS4926 (Part-Time Non-Benefited)

EEO-Tech

JOB FCTN-ADM

Non-DOT Safety-Y

Non-DOT Random-N

DOT-N

INCREMENTS 42-200

PAY GRADE: 49

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IND-7710

SWORN-No

Non-DOT Security-Y

CDL-N

RESP-Y