

## **FIRE INSPECTOR II**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Fire Inspector II independently performs fire inspections of occupancies, of which a majority are medium- and high-hazard risk occupancies per National Fire Protection Association (NFPA) 1730, Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations. Medium and high-hazard risk occupancy buildings include institutional facilities such as hospitals, jails, and care facilities; public assemblies with occupant loads under 300; factories without special processes; aircraft storage and repair facilities; and large mercantile and business office occupancies (some of which may be in excess of 50,000 square feet). 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; 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 II 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 II class 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 higher hazard occupancies, and storage of hazardous materials. Incumbents may advise the Division Chief assigned as Fire Marshal and the Assistant Fire Marshals on technical code or hazardous storage matters, and assists the Fire Inspector Trainee and Fire Inspector I as needed. The work of the Fire Inspector II 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. Positions in the Fire Inspector II class perform fire inspections, and origin and cause investigations as assigned. 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 IIs 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, which are routine for Fire Inspector IIs 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. Four 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 I with successful completion of the criteria-based promotional process.

**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. Must possess an Arizona Fire Inspector II certification within two years of hire or promotion 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 II certification is desirable. 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 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 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; working in small/cramped areas; and using small hand tools (examples: 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 (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. 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 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. 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 (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 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 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;  
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 10/23

NF/sb/th

CS4545.DOCX

CS4720 (Part-time)

CS4911 (Part-time, Non-benefited)

EEO-Tech

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-Y (*By Assignment*)

PAY GRADE: 51

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PAY GRADE: 51

IND-7710

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 42-200