



CLASS SPECIFICATION

Class Code: 18754
Date Est: 11/2011
Last Rev: 07/2021
Last Title Chg: 07/2021
FLSA: Non-exempt
Probation: 12 Months

FIRE INSPECTOR II

DEFINITION

Under general supervision, contributes to fire prevention by ensuring that minimum fire protection standards are met; works in other fire prevention and investigation areas; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associate's degree from an accredited college or university in Fire Science, Fire Administration, Fire Management, General Studies, Business Administration, Public Administration, or a related field.

AND

Two years of experience in Fire Code enforcement, fire investigation and/or fire suppression work; or an equivalent combination of education and experience.

OR

Four years of experience in Fire Code enforcement, fire investigation and/or fire suppression work or an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of application:

Certification by the International Code Council as a Fire Inspector I.

Certification by the International Code Council as a Fire Inspector II .

Certification by the International Code Council as a Fire Plans Examiner .

Required at time of appointment:

A valid driver's license.

Must possess NWCG Certifications S-130/S-190.

Required at time specified below:

Youth Firesetting Prevention and Intervention Certification within twelve (12) months of appointment.

International Association of Arson Investigators Fire Investigator Technician (IAAI FIT) Certification, or equivalent within twenty-four (24) months of appointment.

Must possess NWCG certifications FI-210 within eighteen (18) months of appointment and complete the associated task book within two (2) years of appointment.

DISTINGUISHING CHARACTERISTICS

This is the experienced journey level class in the Fire Inspector series. Incumbents perform a wide range of complex professional fire prevention work assignments requiring in-depth experience and background. This class is distinguished from Fire Inspector I in that the Fire Inspector I is the entry and training level with incumbents not performing full journey level assignments.

SUPERVISION EXERCISED

May function as a project lead.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Ensures that existing buildings meet and maintain minimum fire protection standards for fire and life safety by inspecting apartment units, health care facilities, schools, day-care facilities, and other high fire and life safety hazard occupancies, to identify and abate hazardous conditions; makes follow-up inspections and provides technical assistance and legal enforcement where necessary to support inspections done by the Suppression Division.

Responds to citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.

Recommends changes/additions to and assists in implementation of district policies and procedures.

Prepares professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer.

Inspect various properties for compliance with hazardous materials codes and regulations, enforce laws, ordinances and regulations pertaining to the servicing of, removal of or tampering with fire prevention equipment, the accumulation of combustibles, and other state and local fire laws; issue notices of violation and citations when required.

Minimizes fire loss by teaching fire prevention and control to increase public fire safety awareness to the greatest possible degree; responding to requests for fire safety education presentations and providing programs for the citizens of the District such as smoke detector programs, fire brigade and seasonal fire safety programs.

Maintains the fire inspection database and keeps information up to date.

Instructs the property owners and occupants regarding the removal of fire hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics and recommend methods for preventing/correcting fire hazards.

Performs plan review of commercial and residential properties utilizing the required and adopted District Codes and Ordinances.

Determines the origin and cause of fires that occur within the geographic area.

May be called upon to provide expert testimony on fire loss, fire investigation and codes, ordinance and regulation enforcement.

Provides technical expertise in developing new programs and solving problems related directly or indirectly to fire prevention by completing special projects and reports as assigned.

Provides training and support related to fire prevention activities to the Operations staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Laws and techniques of fire investigation.

Ability to:

Inspect and investigate fires, scene examination, document the scene, evidence collection and preservation based on the established professional qualifications standards.

Coordinate Youth Firesetting intervention program activities and to conduct interviews with a firesetter and their family based on the established professional qualifications standards, utilizing Youth Firesetter Intervention Specialist and Youth Firesetting Prevention and Intervention Certification training as applicable.

Use and apply the training of the Fire Investigator Technician (IAAI FIT) NWCG certifications FI-210 Certifications, or equivalent, to perform job duties.

Make timely and accurate decisions about County building plans while following the guidelines of the District Codes and Ordinances.

Determine the causes and starting points of fires while providing honest and correct facts about the locations and reasons for enforcement.

Apply the FIT and NWCG certifications FI-210 certification and training when performing job duties.

Investigate fires, including wildland fires.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Best practices and the Wildland Urban Interface Code and its application in the District.

Hazardous materials storage and handling requirements.

High-pile combustible storage requirements.

Building construction; Federal, State and local building and fire codes and standards.

Principles, methods, and equipment used in fire suppression, and hazardous material incidents.

Modern fire protection systems; fire chemistry; and fire prevention techniques.

Ability to:

Recognize hazards as they relate to fire and life safety, hazardous materials storage and use violations.

Interpret and enforce local, State, and Federal fire and building codes and standards.

Prepare clear and concise reports, correspondence, and other written materials.

Develop and present public education and community risk reduction programs.

Demonstrate in the field, the components learned in the Fire Inspector I and II certification trainings.

Apply the Fire Plans Examiner certification and training when performing job duties.

Apply the Youth Firesetting Prevention and Intervention certification and training when performing job duties if applicable.

Analyze emergency situations and quickly develop effective and reasonable courses of action.

Use tact, discretion, initiative, and independent judgment within established guidelines.

Communicate effectively, both orally and in writing.

Operate a personal computer and required software applications.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision organizing work, setting priorities, meeting critical deadlines, and following up assignments.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Use independent judgment and initiative involving the development of communication, developing and sending the appropriate message.

Collect and analyze information, drawing sound conclusions, project consequences of proposed actions and develop appropriate actions.

Plan, prioritize, and organize work to meet time schedules and timelines.

Read and interpret blueprints and construction plans.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend and kneel and work at considerable heights. Requires corrected hearing and vision to normal range. Requires exposure to environmentally challenging conditions such as excessive smoke, water, etc. Pre-employment medical and periodic respiratory examinations shall be required for this classification. This position must be available to work occasional weekends and after-hour events, as assigned, and is subject to recall after hours for fire investigations/training.

Applicants may be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment. An annual physical and SCBA fit testing is required to maintain the position. Applicants may be required to undergo a background investigation prior to being considered for employment.

All licenses and certifications required to be kept current and maintained for continued employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.