



CLASS SPECIFICATION

Class Code: 18754
Date Est: 11/2011
Last Rev: 05/2024
Last Title Chg: 05/2024
FLSA: Non-exempt
Probation: 12 Months

FIRE INSPECTOR/INVESTIGATOR

DEFINITION

Under limited supervision, performs all duties in the Fire Inspector job series contributing to fire prevention by ensuring that fire protection standards are met through plan review and inspections; conducting and/or leading fire investigations up to and including complex investigations, and providing public education; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or equivalent education **AND** two and a half (2 1/2) years of experience in fire, building, and/or government code enforcement, fire investigation and/or fire suppression work, law enforcement, or building construction related fields; **OR** 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** fifteen (15) months of demonstrated experience in fire, building, and/or government code enforcement, fire investigation and/or fire suppression work, law enforcement, or building construction related fields; **OR** an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of appointment:

- A valid driver's license.
- NWCG Certifications S-130/S-190.
- ICS 100, 200, 700, and 800 certifications.
- Certification by the International Code Council as a Fire Inspector I.
- Certification by the International Code Council as a Fire Inspector II.
- Proof of attendance and successful completion of National Fire Academy Fire Inspection Principles I and II.
- Certification in Youth Firesetting Prevention and Intervention.
- Certification by the International Code Council as a Fire Plans Examiner.
- Successful completion of the NWCG FI-210 and the associated task book for obtaining NWCG INVF qualification is required at the time of appointment.
- Must immediately apply to the National Fire Academy for attendance in the Fire Investigation: Essentials. It is expected that the employee will attend and successfully complete this course within twelve (12) months of appointment. Contingent upon course availability.

Required at time specified below:

- Must obtain certification from International Association of Arson Investigators Fire Investigator Technician (IAAI FIT) Certification or National Association of Fire Investigators Certified Fire and Explosion Investigator (NAFI CFEI) within twelve (12) months of appointment. Contingent upon IAAI and/or NAFI minimum requirements.

DISTINGUISHING CHARACTERISTICS

This is the experienced journey level class in the Fire Inspector class series. Incumbents perform complex professional fire prevention and investigation work assignments requiring in-depth experience and background. This class is distinguished from Fire Inspector Trainee and the Fire Inspector classes by its ability to complete assignments independently. Incumbents receive little supervision in the performance of these duties.

SUPERVISION EXERCISED

May function as a project lead on assignments with other Fire Inspector/Investigators, Fire Inspectors, or Fire Inspector Trainees.

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

- Conduct field inspections of properties or businesses to determine compliance with fire protection codes, ordinances, and standards for fire and life safety; explain and enforce appropriate regulations from fire protection codes, ordinances, and standards; recommend remedial action where possible and work to obtain voluntary compliance; or issue notices, orders, and citations as appropriate or directed.
- Conduct follow-up inspections and provides technical assistance and legal enforcement where necessary to support the Operations Division.
- Compile data and prepare reports substantiating allegations of ordinance/regulations violations and testify in court or appear before hearing officers, boards and/or commissions in conjunction with formal or legal proceedings; coordinate with legal staff as required and verify compliance with ordered judgments.
- Respond to citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.
- Recommend changes/additions to and assists in implementation of district policies and procedures.
- Prepare professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer; prepare case files, carefully document information, and maintain accurate case files in department information system.
- Minimize 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.
- Maintain the fire inspection database and keep information up to date.
- Instruct 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.
- Perform plan review of commercial and residential properties utilizing the required and adopted District Codes and Ordinances.
- Perform fire origin and cause investigations. Develop the corpus delicti for those incidents determined to be arson; prepares comprehensive fire investigation reports and works closely with WCSO Detectives and the WCDA's Office for criminal prosecution.
- May be called upon to provide expert testimony on fire loss, fire investigation and codes, ordinance and regulation enforcement.
- Provide technical expertise in developing new programs and solving problems related directly or indirectly to fire prevention by completing special projects and reports as assigned.
- Provide training and support related to fire prevention activities to the Operations Division.

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.
- Advanced concepts and application of the International Fire, Building, Residential, and Wildland Urban Interface Codes and adopted ordinance of the District.
- Advanced concepts and application of hazardous materials storage and handling requirements.
- Advanced concepts and application of high-pile combustible storage requirements.
- Building construction; state and local building and fire codes and standards.
- Laws and techniques of structural fire investigation.

Ability to:

- Perform the full scope of fire and building inspection; code enforcement work; and fire investigation with minimal guidance and supervision.
- Promote and enforce safe work practices.
- 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.
- Make timely and accurate decisions about County building plans while following the guidelines of the District Codes and Ordinances.
- Determine the origin and cause, developing the corpus delicti of arson cases, of fires while providing honest and correct facts about the locations and reasons for enforcement.
- 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:

- Intermediate concepts and application of the International Fire, Building, Residential, and Wildland Urban Interface Codes and their application in the District.
- Intermediate concepts and application of hazardous materials storage and handling requirements.
- Intermediate concepts and application of high-pile combustible storage requirements.
- Building construction; state and local building and fire codes and standards.
- Laws and techniques of wildland fire investigation.
- Mathematical principles.
- Modern office practices and technology.
- Computer software, including word processing, spreadsheets, presentations, and databases.
- General office practices and procedures.
- Data collection, entry, and management.
- Correct English usage, spelling, vocabulary, grammar, and punctuation.
- Modern methods and techniques of data collection, recordkeeping, and report preparation.
- Principles and practices of record keeping.
- The International Fire, Building, Residential, and Wildland Urban Interface Codes and their application in the District.
- Hazardous materials storage and handling requirements.
- High-pile combustible storage requirements.
- Best practices and Wildland Urban Interface Code concepts.
- Building construction; 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 and define fire hazards, hazardous materials storage and recommend mitigation and/or corrective measures.
- Interpret and enforce adopted codes, ordinances, and standards with firmness, tact and impartiality.
- Demonstrate skill in learning and applying new knowledge, procedures, and techniques.
- Perform accurate plan reviews for compliance with adopted codes, ordinances, and standards, performing fire investigations.
- Perform the full scope of fire and building inspection and code enforcement work with minimal guidance and supervision.

- Promote and enforce safe work practices.
- Develop and present effective oral and visual public education presentations and community risk reduction programs in front of individuals and groups.
- Collect and analyze information, draw 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.
- Act with honesty and integrity.
- Exercise appropriate discretion and maintain confidentiality of information.
- Analyze emergency situations and quickly develop effective and reasonable courses of action.
- Learn and apply new knowledge across a broad spectrum of situations.
- Exercise emotional control and work under stressful situations.
- Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.
- Operate a personal computer and required software applications.
- Communicate effectively, both orally and in writing.
- Perform accurate mathematical calculations.
- Plan, organize and implement work procedures to accommodate strict deadlines.
- Create, revise, and print emails, memos, letters, reports and spreadsheets using computer software.
- Write violation notices, narrative reports, and other documents.

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. Applicants must be capable of processing a fire scene; bending, kneeling, and lifting as needed. Requires corrected hearing and vision to normal range. Verbal communication and reading ability. Requires exposure to environmentally challenging conditions such as excessive smoke, water, etc.
- Work hours will normally involve 40-hour work weeks. 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.
- Periodic respiratory examinations shall be required for this classification. Applicants are required to pass fit testing and use of a PAPR and/or respirator to maintain the position.
- Licenses, certifications and qualifications are required to be kept current and maintained for continued employment.
- Applicants are required to undergo a background investigation prior to being considered for employment.
- Applicants will be required to pass a thorough medical examination in accordance with Nevada Revised Statute (NRS) which may include, but not be limited to, treadmill stress EKG, hearing, vision, and lung function tests prior to appointment and for continuing employment.
- Employees must maintain hairstyles and facial hair in a manner that will not interfere with the required use of self-contained breathing equipment.
- All TMFPD employees are considered disaster services employees when ordered to assist during a disaster.

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