



## CLASS SPECIFICATION

Class Code: TBD  
Date Est: 05/2024  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 18 Months

### FIRE INSPECTOR TRAINEE

#### **DEFINITION**

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

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Graduation from high school or equivalent education.

#### **LICENSE OR CERTIFICATE**

##### **Required at time of appointment:**

- A valid driver's license.

##### **Required at time specified below:**

- ICS 100, 200, 700, and 800 certifications are required within two (2) months of appointment.
- Certification by the International Code Council as a Fire Inspector I within six months (6 months) of appointment.
- Certification by the International Code Council as a Fire Inspector II within twelve months (12 months) of appointment.
- Must immediately apply to the National Fire Academy for attendance in the Fire Inspection Principles I course. It is expected that the employee will attend and successfully complete this course within twelve (12) months of appointment. Contingent upon course availability.
- Youth Firesetting Prevention and Intervention Certification within eighteen (18) months of appointment. Contingent upon course availability.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training level position in the Fire Inspector class series that provides for the required progression to the Fire Inspector level upon meeting the requirements of the class, successful completion of an eighteen (18) month probationary period, obtaining all required certifications and recommendation of the appointing authority. Incumbents perform a variety of Fire Prevention assignments and receive continuous on the job training. Additional training may be required to achieve the necessary certifications. This class is distinguished from the Fire Inspector and the Fire Inspector/Investigator classes by the fact that incumbents perform a narrower range of duties under closer supervision.

**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.
- 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 such as smoke detector programs, fire brigade and seasonal fire safety programs.
- Maintain the fire inspection database and keep information up to date.
- Perform limited plan review, as assigned, and directed by the Fire Prevention Captain, of commercial and residential properties utilizing the required and adopted District Codes and Ordinances.
- Instruct property owners and occupants regarding the removal of fire hazards; instructs the general public regarding fire safety and prevention methods; prepares for, and delivers, 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.
- Learn to assist in determining the origin and cause of fires that occur within the geographic area through working with experienced Fire Inspector/Investigators.

## **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.
- 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.
- Perform accurate plan reviews for compliance with adopted codes, ordinances, and standards.
- Participate in fire investigations.
- Prepare and provide public education and community risk reduction programs and presentations.
- 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.

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

### **Knowledge of:**

- Mathematical principles.
- Modern office practices and technology.

- Computer software including word processing, spreadsheets, presentation, 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.

**Ability to:**

- Learn and apply new knowledge, procedures, and techniques.
- 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.
- 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.
- Make effective oral and visual presentations in front of individuals and groups.
- Perform accurate mathematical calculations.
- Handle multiple tasks simultaneously, plan, organize and implement work procedures to accommodate strict deadlines and manage own workload.
- Research, compile, tabulate, evaluate and interpret data and information.
- Create, revise, and print emails, memos, letters, reports and spreadsheets using computer software.
- Write violation notices, narrative reports, and other documents.
- Research and analyze issues, identify problems, and present alternative solutions.

**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 will 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.*