

Fire Safety Inspector

Dept: Emergency Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work performing fire inspections, presenting fire prevention programs, investigating suspicious fires, maintaining fire inspections paperwork, maintaining equipment and facilities, continuing training and instruction, and related work as apparent or assigned. Work is performed under the general direction of the Fire Marshal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Conducts annual inspections of existing facilities to ensure compliance with county and state fire codes.
- Inspects and tests fire protection installations in buildings during construction and at completion; conducts reinspections as necessary.
- Maintains appropriate inspection records.
- Reviews site plans and construction plans; provides technical assistance to architects engineers and contractors.
- Answers public and commercial inquiries.
- Conducts fire education and fire training for businesses, schools, day care centers and the community at large.
- Receives and investigates complaints.
- Assists with pre-incident surveys and planning.
- Participates in continuing training and instruction programs by individual study of technical material and attendance at scheduled drills and classes.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the modern principles and techniques of fire prevention, including inspection, fire hazards and methods of eliminating hazardous conditions; comprehensive knowledge of the fire prevention code, practices and policies; thorough knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids, gases and hazardous chemicals, their proper use and storage requirements; thorough knowledge of electrical wiring systems and their capacities; thorough knowledge of standard computer equipment, hardware and software; thorough skill operating standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain required certifications; ability to respond to work during emergency situations or inclement weather; ability to maintain records and prepare detailed technical reports; mechanical aptitude; ability to plan and supervise the work of subordinates; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates, elected officials, business and civic leaders, engineers, architects and the general public.

Education and Experience

High school diploma or GED and three to five years experience working as a firefighter, or equivalent combination of education and experience.

Fire Safety Inspector

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently requires working near moving mechanical parts, working in high, precarious places, exposure to extreme cold (non-weather) and exposure to the risk of electrical shock and occasionally requires working with explosives; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

- Certified fire investigator.
- North Carolina Office of Emergency Medical Services Emergency Medical Technician certification preferred.
- North Carolina Code Officials Qualification Board Fire Inspector level 1 & 2 certifications.
- Valid Driver's License in the State of North Carolina within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Fire Safety Inspector

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date