



JOB DESCRIPTION

POSITION:	Fire Inspector I
CLASSIFICATION:	Civilian
POSITION RANGE:	#24
REPORTS TO:	Fire Marshal / Battalion Chief
FLSA STATUS:	Non-Exempt

General Statement of Duties Under general direction of the Fire Marshal/Battalion Chief, the Fire Inspector performs fire prevention duties associated with the inspection of all types of occupancies. The principal duties for the Civilian Fire Inspector are performed in a general office environment. Performs technical inspections of buildings, facilities, grounds, and processes determining conformance with all applicable fire prevention codes, regulations and national standards. Conducts and assists with public education for fire prevention methods and control through prevention programs. Work involves internal and external contact requiring good communications skills, interpersonal courtesy, diplomacy, tact, problem solving skills, and inspection effectiveness. Prepares and maintains all fire prevention records and other related documents. Fire Inspectors are required to work 8 hour shifts and 40 hour work weeks and may require an employee to be on call in addition to regular work hours. Work locations may be subject to change based on business needs.

Distinguishing Characteristics Employees in this classification are distinguished from the Fire Inspector II by the performance of routine tasks and duties assigned to assist the Fire Inspector II and Fire Marshal including managing, providing and performing public education programs and conducting routine inspections of buildings and property for fire hazards and compliance with fire prevention laws and standards.

Essential Functions The job specifications/functions are intended to indicate the basic nature of positions designated to this classification, and are examples of typical duties that may be assigned. It does not imply that all positions within this classification perform all the duties specified, nor does it necessarily specify all possible duties that may be assigned. Duties may include, but are not limited to:

- Conduct complex, technical inspections of buildings and property to ensure compliance with fire prevention laws and standards.
- Meet with developers, architects, contractors and various agencies to provide code interpretation for proposed development projects.
- Review documents related to new construction or tenant improvements for compliance with fire and building codes.
- Conducts inspection and acceptance tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices.

- Conduct inspections of facilities using hazardous materials to ensure compliance with local, state and federal regulations pertaining to storage, use and disposal of those materials.
- Provide technical advice to contractors, architects, engineers and developers on sprinkler systems, high-piled storage, hazardous materials and related fire code issues.
- Conduct inspections of aboveground or underground storage tank facilities for both new installations and facility closure; provide detailed reports of all facility closures.
- Issue complaints/citations for fire code violations.
- Review material safety data sheets and contingency plans for facilities using hazardous materials and assign corresponding occupancy classification.
- Coordinate fire company inspections, serving as a liaison to fire captains for the management of inspection activities with the district.
- Conduct training classes in fire prevention for employees, schools, groups, and the general public.
- Work involves considerable walking, climbing, bending, stooping, lifting (up to 50 pounds when checking fire extinguishers), looking overhead, and/or working in small/cramped areas, as well as using small hand tools (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.
- Operates a motor vehicle.

Minimum Qualifications (Knowledge, Skills and Abilities)

- Knowledge of fire hazards and unsafe conditions and practices.
- Knowledge of state and local codes, laws, ordinances, rules, regulations and policies as they apply to the AJFD.
- Knowledge of fire and building codes.
- Knowledge of building construction, fire protection, and life-safety systems.
- Knowledge of public education methods.
- Ability to inspect buildings for fire hazards, fire protective equipment efficiency, fire exit adequacy, and compliance with fire prevention laws and standards.
- Ability to understand and apply electrical, mechanical and plumbing codes in relation to fire and building codes.
- Ability to follow-up on inspections to gain compliance.
- Ability to keep up-to-date with fire codes and regulations.
- Ability to establish and maintain effective working relationships with individuals internal and external to the organization and those contacted in the course of work.
- Ability to provide a consistent, high-level of customer service.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to deal persuasively and effectively with property/business owners and the public.

Required Training and Experience

- Two (2) years full time employment with the AJFD assigned in fire prevention an AAS Degree in Fire Science Technology or AA in any other related field, **OR**;
- Two (2) years full time employment with the AJFD assigned in fire prevention, **AND**; completion of an Arizona Fire Inspector I and II Certification within one (1) year from time of appointment, **AND/OR**;
- Any equivalent combination of experience and training that meet the minimum qualifications

Additional Requirements and Qualifications

- Possession of a valid and appropriate Arizona driver's license.
- Some positions will require the performance of other essential functions depending upon work location, assignment or shift.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.

Revised 5/06

