

Fire Inspector Job Description

1307.1 FIRE INSPECTOR JOB DESCRIPTION FIRE INSPECTOR, 12/12/02-07/16/13

The Fire Inspector is responsible for fire inspections for the Nixa Fire Protection District. The Fire Inspector is under the general supervision of an Assistant Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

Under general direction, the Fire Inspector is responsible for coordinating the inspections for a variety of businesses and properties within the District boundaries for the purpose of compliance with local, state, and federal laws. Performs and supervises public education programs. May assist with plan reviews and related duties as requested.

The Fire Inspector shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of business inspections of the Nixa Fire Protection District including inspections of commercial and public building within the fire district for abatement of fire hazards, maintenance of fire protection systems, permits, referrals and complaints, and other requested inspections.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs highly technical and complex inspections for compliance with pertinent fire and life safety requirements.

Coordinates inspections of commercial projects with the City of Nixa's inspectors.

Uses sound judgment, initiative and resourcefulness in interpreting building and fire code regulations, State Fire Inspector Regulations, and NFPA Codes and Standards for employees and the public within the scope of authority and professional knowledge and training.

Consults with engineers, architects, developers, contractors, property owners, and tenants to provide technical guidance, answer questions, resolve problems and interpret code requirements.

Writes reports regarding the activities of the fire districts prevention office, ensures that goals and objectives for the section are met.

Represents the Fire District at meetings related to prevention and inspection issues upon request of the Assistant Fire Chief.

Reviews, evaluates and approves code modifications that fall within the scope of professional training, knowledge, and authority.

Nixa Fire Protection District

Procedure Manual

Fire Inspector Job Description

Conducts training on Fire Code requirements.

Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate the hazards. Follows up through appropriate legal channels necessary to secure abatement.

Participates as required in district training programs.

Occasionally climbs ladders, scaffolding, enter trenches, or crawl within areas of confined spaces while conducting fire investigations or field inspections.

Issues burn permits.

Conduct Knox Box installations, inspections, and records keeping.

May interact with the Juvenile Fire Setter Intervention Program by giving assessments to juveniles involved with fire.

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of applicable federal and state laws, the rules, regulations, policies, and procedures of the Nixa Fire Protection District; the International Building Code and Standards, and the NFPA Codes and Standards; modern principles of fire prevention, fire inspection, and fire investigation; supervisory practices and procedures.

Ability to read, interpret, and apply departmental rules and regulations and apply them in an equitable manner; read, interpret, and explain fire and building codes, blueprints, and specifications; analyze situations and resolve them through application of the codes and standards; handle conflict constructively and develop effective resolutions; prepare and present reports and educational programs; train subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with subordinates, supervisors, and the business community.

Ability to schedule, prioritize multiple projects, and possess effective time management skills.

Ability to operate training, educational equipment (i.e. audio-visual aids), personal computer hardware, data base, word processing software and other software packages (Fire Programs Record Management) necessary to perform the duties of the position.

Capable of working (Monday through Friday, 8:00am till 5:00pm, with a 1 hour lunch); perform overtime work, on an "as needed" basis; and satisfactorily complete continuing education and training necessary to perform the duties of the position.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Inspector must have completed a minimum course of basic fire inspections, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last

Nixa Fire Protection District

Procedure Manual

Fire Inspector Job Description

three (3) years. Possess at the time of hire, or obtain within one month of the date of hire, a NIMS IS100 and IS700 Certification. The candidate shall meet all District application requirements.

Other preferred qualifications or education:

- Missouri Fire Inspector I Certification
- Missouri Fire Instructor I/II Certification
- Plans Interpretation
- Code Interpretation
- Fire and Life Safety Educator Certification
- Juvenile Firesetter I/II
- Associate's or Bachelor's Degree in Fire Science, Business, or related field

TOOLS AND EQUIPMENT USED

Vehicle, radio, computer, calculator, phone, first aid equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear; use hands to finger, handle, or operate tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.