Title: Fire Safety Inspector
Pay Scale Group: 30B

Essential Function

Conducts fire inspections to ensure compliance with accepted fire prevention and protection codes and standards. Conducts fire/life safety training programs and evacuation drills.

Characteristic Duties

1. Conduct inspections to assure compliance with applicable national, state and local building, fire and life safety codes, and standards. Formulates formal reports in response to those issues identified as deficiencies and recommends corrective measures. Applies regulations, standards, and sound fire prevention practices to detect hazardous operations and conditions, recommends proper fire prevention measures to eliminate or minimize the possibility of injury to personnel and damage to property.

2. Conducts fire/life safety education programs, including orientation training for new employees, and conducts and evaluate fire evacuation drills. Attends public assembly events for the purpose of assuring that applicable fire/life safety requirements are observed an enforced.

3. Conducts inspections of fire protection/detection systems to assure code required testing and maintenance is being performed. Assists with testing of life safety systems. Provides local fire departments with pre-planning information. Responds to reports of fire and fire alarms to coordinate emergency response of responding fire companies.

4. Examines building plans and specifications to evaluate fire resistance, means of egress, segregation of hazardous areas, and occupancy. Ensure compliance with applicable fire safety and construction standards in projects involving modification, maintenance, repair or construction of facilities and equipment.

5. Assists with investigations of fires, and hazardous condition, analyzing precipitating factors and fire cause data in order to develop specific causal relationships and methods for prevention. Performs related duties based on departmental needs.

Unusual Working Conditions

- Twenty-four hour on-call responsibilities; may be exposed to hazardous materials or conditions.

Minimum Qualifications

- Associate degree in a related field or an equivalent combination of education and experience; must have one year of experience in conducting, documenting and reporting fire and life safety inspections. Must have Fire Safety Inspector 1 or Fire Prevention Specialist certification or complete 80 hours of training and obtain certification within the first year of employment. A valid driver’s license is also required.

Last updated: April 2010