



JOB DESCRIPTION

Fire Inspector

Date Prepared: February, 2022

SUMMARY: Under general direction, the Fire Inspector is responsible for conducting inspections of a variety of businesses and properties within the department boundaries for the purpose of compliance with local, state, and federal laws and standards. Performs public education programs and may assist with investigations into the cause and origin of fires. May assist with plan reviews and related duties, as requested; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following*

- Inspect commercial and industrial establishments, places of public assembly, and other businesses to determine compliance with applicable codes and ordinances.
- Write reports and generate necessary correspondence to obtain code compliance.
- Issue appropriate permits.
- May assist with plan checks on new building construction and development to determine compliance with fire and life safety requirements.
- Make necessary contact with developers, property owners, architects, engineers, and contractors to convey requirements.
- Follows through with related field inspections and tests.
- Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate the hazards.
- Follow up through the appropriate legal channels necessary to secure abatement.
- Prepare for and delivers public education programs.
- Advise and assists in the formation of evacuation and emergency action plans for large public and private buildings.
- Participate as required in department training programs.
- May issue citations to gain compliance.
- May assist in evaluating fire scenes to determine origin and cause of fires.
- Conduct inspections of new construction of buildings and developments for compliance with applicable fire related codes.
- Perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School diploma or GED.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- As an alternative to a California driver’s license, an out of state resident (outside of California) must maintain the appropriate license equivalent to a California class “C” driver’s license and maintain throughout the length of employment with the City of Victorville.
- CSFM certified Fire Inspector 1A, 1B, 1C, 1D is required.
- Must complete CSFM Fire Inspector 2A, 2B, 2C, 2D within 1 year of date of hire.

Knowledge of:

- Principles, practices, and techniques of fire prevention.
- Department policies and procedures.
- Federal, state, and local fire prevention codes and ordinances.
- Principles and techniques of building inspection work.
- Procedures and techniques of operation of equipment such as fire extinguishers, sprinkler systems and alarms.

Skill in:

- Applying technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- Performing journey-level fire prevention inspection for a variety of buildings, structures, and installations.
- Enforcing a variety of codes, ordinances, and regulations pertaining to fire prevention and hazardous materials with firmness and tact.
- Reading and interpreting building plans.
- Maintaining cooperative relations with builders, contractors, businesses, and the public.
- Interpreting and enforcing federal, state and local fire prevention and hazardous materials codes and ordinances.
- Identifying fire hazards and recommending corrective actions.
- Recognizing, identifying, and preserving evidence.
- Working effectively without close supervision
- Comprehending and making inferences from written material.
- Communicating effectively orally and in writing.
- Preparing and maintaining a variety of records and reports.
- Making effective presentations in front of groups.
- Developing and conducting fire prevention and fire investigation activities.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors, and dust, and may work for long periods in hot, cold, wet, or icy weather and high winds. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections. Incumbent may be required to wear respirators for extended periods of time. Incumbent may be placed in hazardous environments (smoke, heat, and toxic levels) while performing and/or supervising fire investigation duties, which include but are not limited to walking, climbing, and hiking or other physical topographical considerations. Incumbent may be called upon to use heavy and/or specialized equipment to

dismantle or collect evidence for prosecuting the crime of arson. Incumbent must be able to lift heavy loads up to 50 pounds. Incumbent must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to callouts and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date