

CITY OF GLENDALE

TITLE:	Fire Inspector II	CLASS CODE:	671
REPORTS TO:	Assistant Fire Marshal	GRADE:	27
DEPARTMENT:	Fire	FLSA:	N
JOB DESCRIPTION DATE: August 16, 2010 kmd			

JOB SUMMARY

Enforces fire codes, performs fire inspections, investigates and determines the origin and cause of fires, conducts plan reviews for code compliance and issues permits. This class is distinguished from the Fire Inspector I class by the ability to perform the full range of technical inspection and/or fire investigation duties as assigned with only occasional instruction and assistance. Some positions in this classification may be responsible for supervising Fire Inspector I position(s).

ESSENTIAL FUNCTIONS

Depending on assignment, responsibilities may include:

1. Supervise the activities of assigned Fire Inspector I position(s), including training, scheduling, written performance evaluations and discipline.
2. Perform criminal investigations involving origin and cause of fires in which arson is suspected; may access Arizona Criminal Justice Information System (ACJIS); and may serve arrest warrants.
3. Investigate fires for origin and cause, which includes evidence collection and preservation, analysis of evidence, photographing and sketching the scene; prepare detailed reports; provide court testimony; interview witnesses and develop leads.
4. Inspect and resolve problems with industrial, commercial and residential, new and existing construction and special events for compliance with all applicable fire safety codes; resolve life safety issues and maintain documentation.
5. Conduct tests of alarms, sprinklers, and other fire protection systems and equipment to insure proper installation, operation and compliance with codes; confirm water flows on automatic extinguishing systems.
6. Research and analyze hazardous and non-hazardous materials for fire and health limits, proper storage, use and dispensing applications, and resolve problems encountered.
7. Prepare inspection, plan review, and legal reports and enter this information into computerized databases.
8. Assist in developing and interpreting fire codes and in responding to code questions from the city staff and the general public.
9. Investigate complaints involving fire safety issues or hazardous conditions.
10. Act as a liaison between the Police Department and County Attorney's office for case filing and preparation.
11. Provide quality customer service while functioning in a regulatory capacity.
12. Review and interpret construction documents and reports for commercial, industrial and residential projects to ensure compliance with the Fire Codes, ordinances, standards, and amendments.
13. Advise architects, engineers, contractors, the general public, and staff on code changes, interpretations, new methods and materials; negotiate solutions to code conformance problems and fire and life safety issues.
14. Perform engineering calculations to analyze fire protection systems for hydraulic and electrical system compliance with adopted standards.
15. Identify inadequacies found on construction plans, reports and calculations, and require corrections.
16. Prepare and deliver fire safety presentations, and assist in presentations and activities for the public.
17. Conduct training sessions on fire codes fire investigation practices.

18. Participate as a committee member in various local, state and other professional organizations to discuss code related issues and attend meetings relating to plan review, fire and building safety, and construction, and fire investigation.

SECONDARY FUNCTIONS

19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and methods of fire prevention and fire inspection
Fire codes, building codes, and related codes and their interpretation and intent
Laws and legal procedures pertaining to arson investigations
Investigative techniques and principles for determining fire causes and their origins
Fire detection and extinguishing systems
Hazardous materials, proper storage, use, application and response to fire
Fire chemistry, fire behavior and fire ground operations
Elements and requirements of a legal report
Fire protection engineering relating to hydraulics and fire detection systems
Field inspection methods and techniques
Hydraulics as applied to sprinkler systems and fire prevention
Functions and operations of the State Registrar of Contractors and the State Board of Technical Registration

Ability to:

Operate a computer, photography and video equipment, hand tools, and hazardous materials testing equipment and computer
Analyze, interpret, and explain technical fire and building codes, ordinances, plans and specifications as they apply to specific situations
Prepare fire investigative evidence and documentation for legal proceedings.
Communicate effectively verbally and in writing
Analyze computerized data and operate computerized data entry and retrieval systems
Establish and maintain effective working relationships with City staff and the general public

WORKING CONDITIONS

Exposure to hazardous materials or hot environments when investigating fire scenes. Investigations or inspections involve walking on weakened surfaces, climbing ladders and scaffolding, crawling, lifting and moving heavy objects and the potential of wall or roof collapse and the falling of roof mounted equipment. Risks are identified, evaluated, and proper safety precautions applied. Investigations and inspections involve managing potentially angry, abusive, or irrational people.

MINIMUM QUALIFICATIONS

Associates Degree in Fire Science, Fire Technology, or a related field and two years of experience in fire prevention/fire investigations or the fire science field, including experience leading others or project teams.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

International Code Council Fire Code Certification (Fire Inspector II level)
Valid Arizona driver's license
Depending on area of assignment,
Possess APOST Police Officer certification and maintain requirements
ACJIS terminal operator's certification