

CITY OF GLENDALE

TITLE:	Fire Inspector I	CLASS CODE:	672
REPORTS TO:	Fire Inspector II	GRADE:	21
DEPARTMENT:	Fire	FLSA:	N

JOB SPECIFICATION DATE: August 16, 2010 kmd

JOB SUMMARY

Enforces and interprets fire codes and performs fire inspections while evaluating and resolving problems with new and existing construction.

ESSENTIAL FUNCTIONS

1. Evaluates and resolves problems with industrial, commercial and residential new and existing construction and special events for compliance with all applicable fire safety codes.
2. Resolves life safety issues and evaluates life safety systems in all structures for code compliance, maintains documentation.
2. Conducts hydrant flow tests and calculates water flows on automatic extinguishing systems.
3. Reviews new materials and methods in building construction to determine acceptance.
4. Confers with architects, contractors, engineers to interpret code requirements and restrictions to resolve problems. Evaluates construction plans.
4. Researches and analyzes hazardous materials for fire and health limits, proper storage, use and dispensing applications, and resolves problems encountered.
5. Prepare and teach training sessions in codes.
6. Continually research codes information, maintaining expertise in codes.
7. Assists with code development and interpretation.
8. Responding to code questions from the city staff and the general public.
9. Assist public education director with handout materials and with teaching programs.
10. Plan occupancy evaluations and maintain documentation.
11. Serve on technical boards and committees.
12. Photographs code violations, evidence and prepares legal reports for litigation.
13. Testifies as an expert witness in civil or criminal court cases.
14. Directs police and code enforcement personnel with the execution of city fire ordinances.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and methods of fire prevention and fire inspection
Fire codes, building codes, and related codes and their interpretation and intent
Fire detection and extinguishing systems
Hazardous materials, proper storage, use, application and response to fire
Elements and requirements of a legal report

Skills in:

Operating complex photography and video equipment, hand tools, and hazardous materials testing equipment when investigating fires
Operating a flow meter when determining hydraulic calculations of fire protection systems

Ability to:

Analyze, interpret, and explain technical fire and building codes, ordinances, plans and specifications as they apply to specific situations
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

Fire inspections involve bending, stooping, crawling, pushing, pulling and lifting, climbing ladders and scaffolding, and exposure to construction hazards such as open trenches, hazardous materials and energized electrical services. Risks are identified, evaluated, and proper safety precautions applied. Inspections also involve managing potentially angry, abusive, or irrational people.

MINIMUM QUALIFICATIONS

One year experience in fire prevention, safety or fire science with 30 hours of college-level course work in Fire Science or related field.

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

SPECIAL REQUIREMENTS

International Code Council Fire Code Certification (Fire Inspector I level) is required within one year of hire.

Valid Arizona driver's license.

Occasional evening or weekend work may be required.