

FIRE INSPECTOR I  
FIRE INSPECTOR II

DEFINITION

To perform technical specialized work in fire and life safety inspection, fire investigation, plan review and code enforcement activities; to investigate and resolve citizen complaints about fire related problems.

DISTINGUISHING CHARACTERISTICS

Fire Inspector I - This is the entry level class in the Fire Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Fire Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Fire Inspector II - This is the journey level class in the Fire Inspector series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Fire Inspector I

Receives immediate supervision from a Fire Inspection Supervisor and may receive technical supervision from a Fire Inspector II.

Fire Inspector II

Receives general supervision from a Fire Inspection Supervisor.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Inspect residential, licensed care, commercial and industrial buildings, facilities, and larger places of public assembly such as restaurants, schools, commercial warehouses, manufacturing facilities, and storage tanks to determine and enforce compliance with local, State, and Federal codes and regulations.

## Fire Inspector I/II

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Conduct inspections of existing businesses and facilities, new construction in progress, modifications and removal of systems; inspect and test fire sprinklers and other fire protection systems, fire alarms, and underground fire water systems; assure all tenants are properly instructed as to Fire-Safety Standards and Evacuation Procedures and Plans; demonstrate types and uses of portable fire extinguishers.

Lecture to groups on fire-safety, evacuation, fire suppression with portable equipment, use of fire alarms, telephone and citizen's band radio for reporting fires and other emergencies.

Perform over the counter plan reviews related to fire and life safety code compliance; approve or disapprove plans; work with developers, architects, and contractors to correct plans and resolve problems.

Evaluate information provided on disclosure forms, issue permits, and assign fees; review construction and business emergency plans for compliance with hazardous materials disclosure.

Respond as requested by Fire Department staff to possible false fire alarms; determine cause of false alarm and resolve problems; communicate with Fire staff, business owners and alarm manufacturers regarding cause of false alarms and prepare follow up reports; prepare billing for false alarm response, if cost is determined to be recoverable.

Provide technical assistance to fire companies and perform fire engineering assignments; perform fire investigations to determine cause and origin, collecting and preserving evidence, and coordinating with authorities in detection, apprehension and prosecution of arsonists.

Interpret and apply various local, State, and Federal fire and life safety codes for the public and make recommendations as needed; review, evaluate, and process business emergency plans and may interpret policies, procedures, and documents relating to such plan requirements.

Collect, analyze and evaluate data and prepare comprehensive reports; write reports based on field notes; issue "Notices of Violation" and citations for code violations and prepare summary information reports.

Work with other governmental agencies for compliance with and enforcement of building and fire codes and standards, the building development and planning process, weed and rubbish abatement, and hazardous material disclosure and enforcement.

Investigate complaints from the public; may participate in public education presentations related to fire inspection compliance and enforcement.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Fire Inspector I

Knowledge of:

Business letter writing and basic report presentation.

English usage, spelling, punctuation, and grammar.

Basic arithmetic functions including addition, subtraction, multiplication, and division.

Ability to:

Learn to perform technical specialized work in fire and life safety inspection, fire investigation, plan review and code enforcement activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times.

Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Learn and correctly interpret and apply departmental policies and procedures and pertinent local, State, and Federal codes, regulations, and laws.

Perform basic arithmetic functions involving addition, subtraction, multiplication and division.

Learn to operate a computer as necessary to perform job duties.

Maintain records related to work activities.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

AND

Training:

Equivalent to the completion of the twelfth grade and completion of six college units in fire or building technology-related course work.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Fire Inspector II

In addition to the qualifications for the Fire Inspector I:

Knowledge of:

Principles and techniques used in inspection of facilities or property for preventing and/or limiting fires and in the installation and maintenance of fire alarm systems and fire protection systems.

Plan checking techniques and methods.

Pertinent local, State, and Federal codes, regulations, and laws.

Organization, procedures and operating details of municipal government.

Principles and procedures of record keeping and modern office methods, including word processing, spreadsheet, and database applications used in the work.

Ability to:

Independently perform fire inspection duties, including interpretation and application of policies and procedures, codes, regulations, and laws.

Read and interpret plans and specifications, fire prevention plans, and reports.

Detect fire hazards and code violations and determine appropriate mitigation measures.

Conduct thorough and detailed fact finding investigations of fire incidents, and effectively organize and document facts leading to criminal prosecution.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience performing duties similar to that of a Fire Inspector I with the City of Roseville.

AND

Training:

Equivalent to the completion of the twelfth grade and completion of six college units in fire or building technology-related course work.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of Fire Prevention 1A, 1B, and 1C certifications as issued by the California State Board of Fire Services.

Possession of Police Officer Standards and Training (POST) PC 832 certification.

Additional certifications may be required, depending on area of assignment.

**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

08-25-12

01-26-04

01-14-04

02-02-99

07-01-98

Fire Inspector I/II

06-15-95

Fire Prevention Officer I/II

05-25-95