

**FIRE SAFETY INSPECTOR I/II**

**DEFINITION**

Under direct supervision of the Fire Marshal or the Fire Chief's authorized subordinates, inspects fire protection system, new construction sites, industrial and commercial occupancies and institutional and public assemblage occupancies to insure a practical level of fire and life safety exists in compliance with applicable state and local regulations and performs related work.

**DISTINGUISHING CHARACTERISTICS**

Fire Safety Inspector I: This is the entry level position in the Fire Safety Inspector series. Incumbents possess only limited fire and life safety work experience. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher class.

Fire Safety Inspector II: This position is the experienced level of this class series. The incumbent works under a decreased level of supervision while performing their job duties and have acquired more knowledge about fire and life safety requirements including working knowledge of the Uniform Fire and Building Code.

**TYPICAL ORGANIZATION STRUCTURE**

<u>Reports to:</u>	Fire Marshal
<u>Supervises:</u>	None
<u>Lead Direction:</u>	None

**ESSENTIAL JOB DUTIES**

1. Inspects a variety of commercial, industrial educational and multi-family residential buildings for compliance with local, state and national regulations.
2. Inspects and tests for the proper installation and operation of fire protection systems.
3. Researches and reviews regulations, codes and ordinances for application and interpretation in relationship to various conditions.
4. Assists the Fire Marshal and other fire officers in investigating the cause and origin of fires. This may include the ability to operate still and video cameras, gather and preserve evidence, interview witnesses, preserve the fire scene, operate various detection devices and ability to assess burn patterns and characteristics, and may include wearing SCBA for investigative purposes.
5. Prepares reports and maintains records of fire inspections and investigation work.
6. May develop and issue citations and notices of violation.
7. Operates radio equipment.
8. Prepares clear and concise reports, correspondence and other written communications.

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9. May develop, present and coordinate fire and life safety education programs to the community.
10. May perform technical/special inspections including review of building plans and issue permits as required.
11. Performs duties in support of emergency operations, i.e. record keeping, procuring equipment and supplies, public relations, etc.
12. Coordinates fire prevention matters with other City departments and agencies.
13. Assists the District Attorney's office and the Police Department in investigation and preparation of cases for prosecution.
14. Testifies in court as required.
15. Assists fire company personnel in code interpretation, training and fire inspections.
16. Coordinates the weed/nuisance abatement program for the City.
17. Inputs and retrieves data from records management system.
18. Makes public presentations
19. Develops and maintains positive public relations with emphasis on customer service.
20. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organizational values.
21. May assume the role of safety officer on emergency incidents.

**OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as required including but not limited to participation on taskforces, community related committees, special events, etc.

**JOB RELATED ANDESENTIAL QUALIFICTIONS:**

Knowledge of: Proper use of the English language, including grammar, spelling, punctuation, business correspondence and report presentations;  
Personal computers and work processing and spreadsheet software program applications;  
Mathematics and statistics;  
Fire and/or building technology.

In addition to the above at the II level:

Uniform Fire and Building Code.

Ability to: Interpret and apply oral and/or written material and instructions;  
Perform common math processes;  
Communicate clearly and concisely, both orally and in writing in the performance of daily activities;

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Interpret and apply laws and regulations;  
Prepare clear, concise and comprehensive written reports;  
Establish and maintain cooperative working relationships with public officials, departmental employees and the general public;  
Identify with department and City goals and objectives and understand City priorities and needs;  
Demonstrate continuing effectiveness in maintaining the knowledge and skills requirements of this position;  
Keep abreast of new and changing technology relevant to the position;  
Exercise sound judgment;  
Use initiative and independent judgment;  
Accept the input of supervisors and co-workers as well as provide input and be a genuine team player;  
Promote a customer service focus in forgoing cooperative public relations.

For the II level:

Skill at:

Interpreting and applying laws and regulations;  
Working independently in the absence of specific instructions.

**QUALIFICATIONS:**

Education/Experience: Any combination of education and experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:

Education:

Fire Inspector I: Equivalent to completion of the twelfth grade and completion of Six (6) college level units in fire or building technology related coursework

Fire Inspector II: Same as I plus State of California Certification as a Fire Prevention Officer I; successful completion of a California Penal Code Section 832 course; and successful completion of the State Fire Marshal's Fire Investigation IA course.

Experience:

Fire Inspector I: None required.

Fire Inspector II: Two (2) years of recent, full-time experience in fire and building code enforcement.

**PHYSICAL FACTORS:**

Yes- Respirator use is required, and includes dust mask, filter mask and SCBA.

**SPECIAL CONDITIONS:**

Fire Inspector I:

Successful completion of the California State Fire Marshal's courses Fire Prevention 1A and Fire Prevention 1B before the end of the initial probation period.

Possession of a valid basic first aid/CPR card within the first eight months of employment.

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Successful completion of a Penal Code Section 832 course ( Arrest, Search, Seizure and Firearms) within one year of appointment.

Ability to work under adverse conditions such as outdoors in the heat, cold rain and in awkward positions. May be required to work off-schedule hours and must be available for emergency call back; and attend classes, seminars and workshops during working and non-working hours.

Must reside within the area identified within the MOU between the City of Yuba City and the Yuba City Firefighter's Association.

Fire Inspector II:

Successful completion of the State Fire Marshal's courses Fire Prevention 2B and Fire Investigation 1B before the end of the initial probation period.

Possession of a valid basic first aid/CPR card.

Ability to work under adverse conditions such as outdoors in the heat, cold, rain and in awkward positions. May be required to work off-schedule hours and must be available for emergency call back; and attend classes, seminars and workshops during working and non-working hours. Residency within the area identified within the MOU between the City of Yuba City and the Yuba City Firefighter's Association is desirable.

**LICENSE:** Possession of a valid appropriate State of California driver's license.

**ESTABLISHED:** 9/96

**REVISED:** 4/02