

FIRE INSPECTOR II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duties of which include making inspections of structures and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner as they arise from regular routine or from complaints or personal observations of violations. An employee of this class may also be assigned the responsibility for developing and implementing the department's fire prevention education program. The Fire Inspector II is responsible for supervision of work performance and on-the-job training of subordinate employees. Employees of this class perform duties with a high degree of independence, with work reviewed by the Assistant Fire Prevention Chief. This class ranks directly below that of Assistant Fire Prevention Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load. Estimates the fire load of a building and assigns a fire load classification.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures.

Conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Oversees fire safety in public assembly occupancies at major events.

Reviews building plans to identify potential problems related to fire protection. Assists institutions or companies in developing solutions for fire prevention problems. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Monitors and evaluates local conditions which may become fire or safety hazards. Maintains a reference library on inspection and fire prevention education topics. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates. Provides for good housekeeping and takes other action necessary to control accident hazards; trains subordinates in safety. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Fire Inspector I. Must be a regular and permanent employee in the class of Fire Inspector I immediately preceding application to the board.

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