

## **FIRE INSPECTOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions at the entrance level of the fire prevention division, the major duties of which include performing fire inspections and enforcing fire safety codes. Employees of this class are also required to participate in the public education programs of the fire department, giving fire prevention speeches to school and civic groups, providing training to the public in areas such as the use of fire extinguishers, and related public relations duties. After they are trained for such, fire inspectors may occasionally be required to assist in arson investigations. This class is non-supervisory in nature. Employees report to and have work reviewed by the 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.

Enforces fire prevention codes; inspects buildings, facilities, or other sites to determine the existence of potential fire or safety hazards; checks buildings for violations of fire codes; discusses inspection findings with building owner or manager and provides the person in charge with copies of all required forms and reports; makes recommendations for the correction of fire hazards; sees that all necessary information is recorded in reports and files.

Reinspects areas where violations of fire codes occurred.

Inspects structures while they are under construction to see that construction complies with fire codes.

Assists in the public education programs for the fire department; gives lectures, talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers telephone inquiries about the operation of the fire prevention division or any related areas of fire prevention services; coordinates work with related agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Writes any narrative reports assigned on the work of the fire inspection division; completes required forms and records.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years of experience in the fire service in fire suppression, fire inspection, or some related area of operations which would afford a background in fire codes and inspection procedures.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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| MR  | 01-01-73 |
| Rev | 02-16-83 |
|     | 07-26-83 |
|     | 04-11-89 |
|     | 10-20-04 |
|     | 04-15-14 |