



POSITION DESCRIPTION

POSITION TITLE:	FIRE INSPECTOR
DIVISION:	ADMINISTRATION
SUPERVISED BY:	ASSISTANT CHIEF
SUPERVISES:	NONE
FLSA STATUS:	FULL-TIME; NON-EXEMPT SWORN OR CIVILIAN

Primary Function:

Directs the Fire Prevention/Public Education Division of the Verde Valley Fire District as per the guidelines of the Mission Statement.

...to provide the highest quality of customer service, through progressive fire suppression, emergency medical care, fire prevention and education.

Essential Duties and Responsibilities:

- ◆ Inspects existing structures, construction, and remodel sites for compliance with fire codes.
- ◆ Resolves compliance problems with owners within scope of knowledge and authority.
- ◆ Participates in the inspection of hydrants, automatic fire sprinkler systems, and elements of a fire prevention protections system.
- ◆ Conducts voluntary home inspections.
- ◆ Reviews and approves construction plans for code compliance, as assigned.
- ◆ Assists in the investigation of fire incidents.
- ◆ Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions, as directed.
- ◆ Responds to complaints regarding fire code violations and fire hazards.
- ◆ Issues warnings and citations for fire code violations.
- ◆ Issues permits.
- ◆ Maintains a variety of data and records regarding fire inspection, investigation, and prevention activities.
- ◆ Prepares reports and documentation of individual activities and maintains appropriate files, as required.
- ◆ Photographs fire scenes, collects evidence, and prepares detailed and accurate reports for presentation in court.
- ◆ Testifies in criminal and civil courts.
- ◆ Maintains positive working relationships with other agencies in performance of assigned duties.
- ◆ Maintains positive working relationships with internal and external customers.
- ◆ Maintains regular, predictable attendance.

Minimum Qualifications:

- ◆ High school diploma or equivalent.
- ◆ Must maintain a valid Arizona State driver's license.
- ◆ 40 hour Hazardous Materials Course.
- ◆ Completion of Fire Investigation course equivalent to the IAAI or NFA that meets requirements of the NFPA 1033 (or obtain within 2 years of hire date).
- ◆ Certification for Fire Inspector or equivalent that meets requirements of NFPA 1031 (or obtain within 1 year of hire date).
- ◆ Certification in a nationally recognized Fire Code (or obtain within 6 months of hire date).
- ◆ Fire Prevention Basic Certificate or completed studies in Fire Sciences.
- ◆ Must successfully complete annual job-related physical and medical evaluation, including drug screen.
- ◆ Must continue to meet insurability requirements of District's insurance carrier.
- ◆ Must be able to read, write and speak the English language.
- ◆ Must successfully pass a complete background check.

Necessary Knowledge, Skills, and Abilities:

Must be able to perform each essential duty requirement. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive Knowledge Of:

- ◆ Modern fire prevention principles, procedures, investigation techniques, and fire protection equipment.
- ◆ Educational methods as they relate to presenting programs of fire and life safety instruction.
- ◆ An understanding of the fire service and its role in the community.
- ◆ The basic science of fire behavior.
- ◆ Mathematics skills, as applied to fire prevention principles.

Working Knowledge Of:

- ◆ Utilize word processing, spreadsheets, and database management programs.
- ◆ Basic fire behavior.
- ◆ Blueprints and plans.
- ◆ Basic building construction.
- ◆ Emergency scene safety.
- ◆ Water supply and hydraulics.

Skills Of:

- ◆ Operation of tools and equipment listed.

Ability To:

- ◆ Communicate effectively, both verbally and in writing.
- ◆ Follow verbal and written instructions.
- ◆ Set priorities and follow projects through to completion.
- ◆ Effectively apply standard fire prevention techniques.
- ◆ Work effectively with other District members, supervisors, and the public.

Desirable Knowledge, Skills and Abilities:

- ◆ Associates or higher degree in Fire Science or related field.
- ◆ Completion of an Advanced Hazardous Materials Course.
- ◆ Completion of a Fire Code – Plan Review course or equivalent that meets the requirements of NFPA 1031.
- ◆ Completion of a Public Information Officer Course or equivalent that meets the requirements of NFPA 1035.
- ◆ Completion of a course(s) in Public Education or equivalent that meets the requirement of NFPA 1035.
- ◆ Enrollment in and progressively successful completion of coursework in the NFA Fire Prevention Program.

Tools and Equipment Used:

- ◆ Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment, hazardous materials detections equipment, photographic equipment, general safety equipment, water flow equipment, electronic testing equipment, SCBA (self-contained breathing apparatus), PPE (personal protective equipment), and other general fire prevention equipment.

Physical Demands:

The physical demands described here are representative of those that must maybe met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hand and arms. The employee must frequently lift and /or move up to 20 pounds and occasionally lift and /or move 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, such as found in a normal business office setting with computers.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required, and omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

All V.V.F.D. members work in a drug-, alcohol- and tobacco-free environment.

Fire Chief: _____ **Effective:** December 5, 2017