

Human Resources Department

City of Rexburg

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CITY OF
REXBURG
America's Family Community

Job Description

Emergency Services Department

FIRE INSPECTOR

GENERAL STATEMENT OF DUTIES:

The General Purpose of the Fire Inspector is to reduce fire hazards in old and new construction; perform technical work in the enforcement of the adopted International Fire Code through the review of architectural and engineering plans, system drawings and written proposals, and by conducting fire inspections.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Services and the Assistant Chiefs.

SUPERVISION EXERCISED

Supervises others doing general inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Inspect buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits;
- ✓ Conduct inspections and acceptance testing of fire protection systems;
- ✓ Conduct fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations were found;
- ✓ Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered;
- ✓ Present and explain fire code requirements and fire prevention information to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public;
- ✓ Coordinates fire prevention programs such as false alarm billing, fire inspection reporting, and hazardous materials management;
- ✓ Testify in court regarding fire code and fire safety issues;
- ✓ Investigate causes of fires, collecting and preparing evidence and presenting it in court when necessary;
- ✓ Assists with public relations and public education programs to promote fire safety;
- ✓ Assists with the controlled burning ordinance and burn permits management;
- ✓ Responds to Fire and EMS calls when needed;

OTHER RELATED DUTIES:

- ✓ Adequately performs all other duties assigned in appropriate association to this job.
- ✓ Participates in community events and or meetings;
- ✓ Assists in other department administrative activities as assigned;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Education and Experience:

- ✓ High school diploma or GED equivalent;
- ✓ Will work full-time hours;

- ✓ Must be an Idaho Certified Inspector or have an International Fire Code Inspector One Certificate;
- ✓ Must have a minimum of three to five years fire suppression and or code enforcement experience;
- ✓ Must have one of the following three—the other two can be achieved within six months:
 1. Must be Idaho Certified at the level of E.M.T. Basic;
 2. Must be currently certified at the level of FF-I;
 3. Must be “Red-Carded”
- ✓ Must be willing to complete Incident Command Systems Classes 100, 200, 700 and 800 when available;
- ✓ Must have taken or be willing to take Leadership 1-3 classes as soon as can be arranged by Chief Officers;
- ✓ Must be willing to take a written test, practical test, physical test, and pass a physical exam.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of:

- ✓ Fire behavior and characteristics;
- ✓ Firefighting techniques, practices, and standards;
- ✓ Fire and building codes and ordinances;
- ✓ Rules and regulations of the Fire Department;
- ✓ Fire hazards and prevention requirements, inspection procedures;
- ✓ Hazardous materials storage, use, handling and plan review;
- ✓ The International Fire Code;
- ✓ The principles and practices of fire cause and fire origin investigations; Arson investigations, investigative case preparation and court testimony;
- ✓ Operation of a personal computer and job-related software applications.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Graduation from a community college with an Associate’s Degree in Fire Science, Public Administration, or a closely related field;
- ✓ Any additional education in Fire Science, EMS, or supervision;
- ✓ National Fire Cause and Determination Certification (Arson Investigation)
- ✓ Multilingual;
- ✓ Familiarity with:
 - ✓ Department response area;
 - ✓ Department Policies and Procedures.

WORK ENVIRONMENT

The duties listed above are intended only as illustrations of the various types of work performed. The 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.

A complete job description is available upon request.

The 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 requirements of the job change.

All DEPARTMENT members work in a drug- and tobacco-free environment.

Please attach all applicable certifications and a resume to the application.