



Job Description: FIRE PREVENTION INSPECTOR
Department: Fire Department

Employment Status: Contractual (Part-Time)
Reports To: Assistant Chief of Administration

Approved: 09/29/2021

GENERAL STATEMENT OF DUTIES:

Under direction from the Fire Chief, the Fire Prevention Inspector issues fire permits, conducts fire permit inspections and fire education to the public, identifies, investigates and resolves potential violations of municipal, state, national, and international laws, ordinances, codes and regulations including, but not limited to, building and fire codes and nuisance abatement regulations, and provides information and general assistance to business owners, homeowners, tenants, and the public.

DISTINGUISHING FEATURES OF THE POSITION:

Performs a combination of field inspection and office work and enforces compliance with City ordinances and State codes in one or more of the following areas:

- Ohio Fire Code (DFC)
- Local Ordinances

Ensures compliance with City ordinances and State codes through field inspection and observation. Must be able to work effectively and cooperate with other staff members in a multi-discipline department that emphasizes teamwork. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides technical advice to departmental offices/staff, business owners and the general public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance;

- Schedules, coordinates and performs business inspections, and issues fire permits;
- Prepares inspections reports;
- Maintains statistics and records of inspections;
- Identifies corrective actions to be taken by business owners and monitors activities to ensure conformance with codes, laws and regulations;
- Issues infraction/misdemeanor citations for violations of the Fire Code;
- Investigates and documents complaints of violation of international, state and local laws, ordinances and codes within the purview of the Fire Department;
- Identifies violations of other City codes and regulations and notifies appropriate City officials;
- Attends administrative hearings as required;
- Provides regular inspections of construction projects;
- Prepares a variety of written reports;
- Regular and predictable attendance required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of fire hazards and fire prevention techniques and applicable building, fire and related codes and laws; considerable knowledge of fire alarm and protection systems; general knowledge of fire control; strong knowledge of the principles, practices, methods and equipment employed in modern firefighting and the emergency medical services; ability to instruct fire inspection classes; knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties; strong customer service; ability to make independent decisions requiring technical knowledge and judgment; strong written, oral communication and presentation skills; proven ability to prepare technical and administrative reports; must handle confidential information appropriately; math skills necessary to determine code compliance; ability to acquire considerable knowledge of city geography including location of water mains and hydrants; ability to work with limited supervision; ability to coordinate and perform activities and procedures necessary to correctly apply fire safety codes and ordinances; ability to carry out administrative duties as assigned; must obtain certification in Fire Investigation; general knowledge of computers and basic office skills.

Ability to safely and effectively:

- Climb stairs and ladders to inspect buildings;
- Inspect high areas such as rooftops and ceilings;
- Use fingers/hands/arms frequently;
- Occasional crawling, kneeling, bending and climbing;
- Ability to reach over shoulders;
- Able to detect the presence of fire, smoke, and hazardous chemicals using the senses of vision, touch and smell;
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness;
- Remain physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments;
- Maneuver around construction sites, including those with rough terrain and tight spaces;
- Work in all weather and terrain conditions;
- Move about in close areas;
- Open and close valves;
- Read gauges;
- Visually inspect buildings;
- Read and comprehend written instructions, training and directives;
- Read and comprehend blueprints and written documentation of building construction and building system design;
- Generate detailed written reports;
- Use a computer and related software;
- Communicate orally in English;
- Hear, understand, and implement oral instructions and commands;
- Understand the theories of fire science, fire safety and fire prevention;
- Apply theoretical knowledge on a practical level;
- Use math skills necessary for plans review and inspection;
- Retain factual information concerning fire codes;
- Make consistent, reasoned judgments;
- Work cooperatively with staff and the public;
- Organize files and related material;
- Drive a vehicle and have a valid driver's license and remain insurable, without penalty or surcharge, under the City's insurance plan.

REQUIRED EXPERIENCE AND TRAINING:

Must meet the NFPA Standard (1001) for Professional Qualifications of Firefighter, NFPA (1021) Fire Officer and NFPA (1031) Fire Inspector or be a civilian with previous firefighting experience and significant experience in fire inspection and prevention. Must maintain Ohio Fire Safety Inspector, Ohio Board of Building Standards Fire Protection Inspector. Must hold a valid Ohio Driver's License.

Within one year of appointment, must obtain:

- Ohio Board of Standards Fire Protection Inspector;
- Valid American Heart CPR, AED and First Aid card

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Date: _____

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