

GOLDER RANCH FIRE DISTRICT *EMPLOYEE JOB DESCRIPTION*

Position: Fire Inspector II
Reports To: Deputy Fire Marshal
Supervises: Non-Supervisory

FLSA: Non-exempt
Status: Full-time
Safety Sensitive: Yes

Primary Function:

The Fire & Life Safety (FLS) Fire Inspector II performs fire inspection, fire investigation, and public education duties. Close supervision is initially received from a Deputy Fire Marshal who coordinates the employee's career development path through the use of position specific task books. As training and experience progress, a Fire Inspector II is expected to exercise increased skill, judgment, and independence in completing assignments. Fire Inspectors are accountable for their actions towards coworkers, the organization in general, and to the customers served.

Occasionally, employees in this class will be required to work evenings or weekends for special events, and may be subject to stand-by and on-call scheduling. The Fire Inspector II will be eligible to progress through a competitive, criteria-based promotional process to achieve the next higher levels as depicted in the GRFD organizational chart.

Principle Duties and Responsibilities:

Work is performed with considerable initiative and independence, requiring the application of technical knowledge. The Fire Inspector II should be knowledgeable in all aspects of investigations, fire protections system and fire prevention methods and shall be required to conduct inspections, perform construction plan reviews, and conduct fire investigations during normal workdays, evenings, or weekends. Work schedules and locations are subject to change based upon district needs. Additionally, the Fire Inspector II shall mentor new inspectors in residential, prevention, and public education presentations. Fire Inspector II will be required to perform the following duties and responsibilities commensurate with this classification, and any other duties so directed by the Deputy Fire Marshal:

- Must be proficient in all Principle Duties and Responsibilities of Fire Inspector I and Inspector-Apprentice.
- Conducts routine fire safety inspections.
- Enforces all applicable fire codes and standards.
- Recommends modifications to adopted fire codes and standards.
- Prepares inspection reports.
- Recognizes the need for a permit, and process an application for permit.
- Recognizes the need for a construction plan review.
- Participates in construction plan reviews.
- Investigates fires, explosions, common complaints, and hazards.
- Participates in legal proceedings, as needed.
- Prepares, participates in, and presents public education activities.
- Identifies occupancy classifications, evaluate a building's area, height, occupancy classification, and construction type.
- Computes the allowable occupant load of an occupancy or portion thereof.
- Evaluates fire protection systems and equipment provided for life safety and property protection.
- Analyzes the egress elements of a building or portion of a building.
- Evaluates hazardous conditions involving equipment, processes, and operations.

- Evaluates emergency planning and preparedness procedures.
- Evaluates code compliance for the storage, handling, and use of flammable and combustible liquids, gases and hazardous materials.
- Determines fire growth potential in a building or space.
- Verifies compliance with construction documents.
- Verifies code compliance of heating, ventilation, air conditioning, and other building service equipment and operations.
- Classifies the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes, standards, and the policies of the jurisdiction.
- Reviews the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation.
- Reviews the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation.
- Verifies that means of egress elements are provided for occupancies.
- Recommends policies and procedures for the delivery of Fire and Life Safety Services (FLS).

Knowledge, Skills and Abilities:

- Works with considerable independence and professionalism in making decisions to achieve work related compliance with district guidelines.
- Maintains a positive and professional working environment.
- Establishes and maintain effective working relationships with District personnel, building officials, customers and the general public.
- Operates a variety of standard office equipment.
- Produces written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understands and follow oral and written instructions, policies, and procedures.
- Interprets rules, regulations, and policies and make decisions based upon them.
- Ability to handle multiple-tasks and work effectively in an environment subject to changing priorities.
- Ability to proficiently use Microsoft Word, Excel, Access and PowerPoint programs and the GRFD Intranet
- Possesses a working knowledge of District policies and standard operating guidelines (SOG's).
- Meets HAZMAT Competencies for Awareness Level Personnel.
- Demonstrates proper use of SCBA during non-emergency operations.
- Demonstrates the ability to protect a fire scene.
- Demonstrates extinguishing incipient Class A, Class B, and Class C fires.
- Demonstrates setting up ground ladders.
- Operates as a member of a team, demonstrating the techniques involved with conserving property through salvage and overhaul.
- Demonstrates illuminating an emergency scene.
- Utilizes the Personnel Accountability System used by the Fire District.
- Climbs an aerial ladder, including "locking in" at the top with the assistance of fire personnel
- Assists the HAZ-MAT team at the support level including product identification, scene isolation and evacuation.
- Demonstrates knowledge of performing a fire safety survey in a private dwelling.
- Demonstrates knowledge of presenting fire safety information to station visitors or small groups.

- Demonstrates the procedures for maintaining and checking equipment to the manufacturer's standards including hand tools, lighting equipment, and SCBA.
- Demonstrates the procedures for cleaning, inspecting, and returning equipment to service.
- Demonstrates knowledge and proficiency of Emergency Vehicle Operations (EVO).
- Demonstrate knowledge and proficiency of Support Vehicle Operations (SVO).
- Demonstrates knowledge of the Emergency Vehicle Preemption system.
- Demonstrates knowledge of Arizona Revised Statutes regarding Emergency Vehicle operation.
- Demonstrates knowledge the Fire District map book, mobile data terminal or other electronic devices to navigate to emergency scenes successfully.

Minimum Qualifications:

- Associates Degree in Fire Science or related field from an accredited college or university recognized by the US Department of Education.
- Minimum of two (2) years fire inspection experience or equivalent.
- Completion of ICC Fire Inspector II International Fire Code Certification.
- Completion of Arizona Chapter IAAI Arson I & II or equivalent
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

Within the first year of employment:

- Completion of Fire Inspector II Task Book
- Completion of Plan Examiner I Task Book
- Completion of a GRFD OSHA Infection Control Course
- Possess a current CPR Card
- Completion of 24 hour Hazardous Materials Operations course
- Completion of GRFD Support Vehicle Operator Course
- Completion of "Introduction to the Incident Command System" IS-100
- Completion of "National Incident Management System (NIMS)" IS-700 & IS-800B
- Completion of ICC Plans Examiner

Preferred Qualifications:

- Completion of FI -110 Wildland Fire Observations and Origin Scene Protection for First Responders
- Completion of FI-210 Wildland Fire Investigation, Origin and Cause Determination
- Introduction to Wildland Fire Behavior (S-130 & S-190)
- Bachelor Degree in Fire Science or related field from an accredited college or university recognized by the US Department of Education.
- NFPA 1031 Fire Inspector II
- Completion of SLD Basic Wildland firefighting course or equivalent
- NIMS Basic ICS I-200, ICS I-300 and Advanced ICS-400
- NFPA 1031 Fire Inspector II
- Completion of Arizona Chapter IAAI Arson III & IV



GOLDER RANCH FIRE DISTRICT

Physical Requirements/Working Conditions

Job Title: Fire Inspector II

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing		X		
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Physical Requirements/Working Conditions

Job Title: Fire Inspector II

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes			X	
	Subject to outside environmental conditions – no effective protection from weather			X	
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
	Subject to extreme heat (typically above 100°)			X	
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist	
<input type="checkbox"/>	SEDENTARY Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sitting most of the time.
<input type="checkbox"/>	LIGHT Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
<input type="checkbox"/>	MEDIUM Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	HEAVY Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	VERY HEAVY Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date