

# **GOLDER RANCH FIRE DISTRICT**

## **EMPLOYEE JOB DESCRIPTION**

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

**FLSA:** Non-exempt  
**Status:** Full-Time  
**Safety Sensitive:** Yes

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### **Primary Function:**

The Fire & Life Safety (FLS) Fire Inspector I 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 I 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 I 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 which requires the application of technical knowledge. The Fire Inspector I may be required to conduct inspections, research information, 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.

- Must be proficient in all Principle Duties and Responsibilities of Inspector-Apprentice
- Prepares internal or external correspondence as required.
- Addresses internal or external complaints.
- Conducts routine fire safety inspections.
- Enforces all applicable fire codes and standards.
- Prepares inspection reports.
- Recognizes the need for a permit.
- Recognizes the need for a construction plan review.
- Investigates fires, common complaints and hazards.
- Maintains open dialogue with Deputy Fire Marshal and emergency response personnel,
- Participates in legal proceedings, as needed.
- Prepares, participates, and presents public education activities.  
Performs other duties and projects as assigned.

### **Knowledge, Skills and Abilities:**

- Establishes and maintains effective working relationships with District personnel, building officials, customers, and the general public.
- Ability to operate 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 follows oral and written instructions, policies, and procedures.
- Interprets rules, regulations, and policies and makes decisions based upon them.
- Ability to handle multiple-tasks and work effectively in an environment subject to changing priorities.

- Computer skills in the various Microsoft Office Suite applications, and the ability to learn and use specialized department specific software applications
- Possesses a working knowledge of District policies and standard operating guidelines (SOG's).
- Meets HAZMAT Competencies for Awareness Level Personnel.
- Identifies occupancy classifications and types of construction.
- Computes the allowable occupant load of a single-use occupancy or portion thereof.
- Inspects means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards, and deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and policies of the jurisdiction.
- Determines the operational readiness of existing fixed fire suppression systems, fire detection systems, alarm systems, and portable fire extinguishers.
- Recognizes hazardous conditions involving equipment, processes, and operations.
- Compares an approved plan to an existing fire protection.
- Verifies that emergency planning and preparedness measures are in place, and have been practiced.
- Inspects emergency access for an existing site.
- Verifies code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.
- Verifies code compliance for incidental storage, handling, and use of hazardous materials, given field observations.
- Recognizes a hazardous fire growth potential in a building or space.
- Determines code compliance, given the codes, standards, and policies of the jurisdiction.
- Verifies fire flows for a site.
- Demonstrates the proper use of SCBA during non-emergency operations.
- Responds in an assigned vehicle to an incident scene.
- 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.
- 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.
- Demonstrates knowledge of performing a fire safety survey in a private dwelling.
- Demonstrates knowledge of presenting fire safety information to visitors.
- Demonstrates knowledge and proficiency of Emergency Vehicle Operations (EVO).
- Demonstrates knowledge and proficiency of Support Vehicle Operations (SVO).
- Demonstrates knowledge of the Emergency Vehicle Preemption system.
- Demonstrates knowledge of the Fire District map book, mobile data terminal or other electronic devices to navigate to emergency scenes successfully.

**Minimum Qualifications:**

- High school diploma or GED equivalent.
- One (1) year full-time work experience in customer service.

- Completion of ICC Fire Inspector I International Fire Code Certification or any equivalent combination of education and experience approved by the fire district.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

**Within the first year of employment:**

- Completion of a GRFD OSHA Infection Control Course.
- Completion of a basic first aid/CPR course.
- 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 & IS800B.
- Completion of the Fire Inspector I Task Book.
- Completion of Arizona Chapter IAAI Arson I.

**Preferred Qualifications:**

- One (1) year full-time work experience in construction, inspection, or fire service.
- Associates degree in Fire Science or related field from an accredited college or university recognized by the U.S. Department of Education.
- Completion of FI-210 Wildland Fire Investigation, Origin and Cause Determination.
- Completion of FI-110 Wildland Fire Observations and Origin Scene Protection for First Responders.
- NIMS Basic IS-200.
- Introduction to Wildland Fire Behavior (S130/S190).
- NFPA 1031 Fire Inspector I.



# GOLDER RANCH FIRE DISTRICT

## Physical Requirements/Working Conditions

### Job Title: Fire Inspector I

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 I

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

- 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.
- 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.
- 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.
- 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.
- 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

Date of Origin: 8/12/2008  
Last Modified: 11/16/2021