

# **SEDONA FIRE DISTRICT**

## **JOB DESCRIPTION: FIRE INSPECTOR**



### **JOB SUMMARY**

The Fire Inspector is responsible for inspecting public, commercial, and residential structures for compliance with applicable fire codes, fire investigations and public education duties. Duties also involve the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the Deputy Fire Marshal, Fire Marshal, and emergency response personnel, according to the following job performance requirements. Duties performed in this position are distinctly and substantially different from operational positions.

### **REFERENCED STANDARDS**

- NFPA 1030 (2024) - Standard for Professional Qualifications for Fire Prevention Program Positions
- NFPA 1033 (2022) - Standard for Professional Qualifications for Fire Investigator
- NFPA 1500 (2021) - Standard on Fire Department Occupational Safety, Health, and Wellness Program
- NFPA 1582 (2022) - Standard on Comprehensive Occupational Medical Program for Fire Departments

### **SUPERVISION RECEIVED**

The Fire Inspector works under the supervision of the Division Chief of Community Risk Reduction and/or the Deputy Fire Marshal. Close supervision is initially received from a supervisor that coordinates the employee's career development path. As training and experience progress, a Fire Inspector is expected to exercise increased skill, judgment, and independence in completing assignment

### **SUPERVISION EXERCISED**

None.

### **FLSA: Non-EXEMPT**

### **ESSENTIAL FUNCTIONS**

- Conduct fire inspections, construction plan reviews, fire investigations and routine fire safety inspections.
- Enforces all applicable fire codes and standards.
- Recommend modifications to adopted fire codes and standards.
- Inspects and evaluates public, commercial, and residential structures to ensure compliance with local, state, and federal fire codes and ordinances and reviews plans for compliance with fire codes.

- Conducts inspections of complex fire hazard complaints for compliance with local, state, and federal regulations.
- Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards and recommends modifications to the local fire codes.
- Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documentation, creates forms and checklists addressing key inspection issues for the Fire District.
- Issues citations for fire code violations and provides court testimony and legal proceedings regarding fire code violations.
- Serves as a highly visible representative of the Fire District and the fire service to the Fire District at large through involvement in various community organizations and events relating to fire prevention.
- Perform fire safety survey in private dwellings.
- Evaluate hazardous conditions involving equipment, processes, and operations.
- Evaluate emergency planning and preparedness procedures.
- Evaluate code compliance for the storage, handling, and use of hazardous materials.
- Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases.
- Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations.
- Verify code compliance of construction documents.
- Reviews and evaluates routine building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria.
- Review proposed installation of fire protection systems, given shop drawings, install system and system specifications for a process or operation.
- Responds after-hours for Fire Investigations, Special Events, and Inspections.
- Attends meetings with architects, developers, and Fire District staff to discuss plan review requirements and procedures.
- Assists in preparation of variances and appeals before the Fire District's appeal board and prepares and authenticates the plan review division's documents.
- Plan, prepare, and present programs of instruction intended to educate and inform the public regarding fire and life safety issues.
- Present fire safety information to station visitors or small groups.
- Inspecting, evaluate, and analyze fire/explosion scenes or evidence of the scenes, and conduct a comprehensive review of documentation generated during the examination(s) of the scene.
- Determine the area or point of origin, source of ignition, material(s) ignited, and action or activity that brought the ignition source and materials together and to assess the subsequent progression, extinguishment, and containment of the fire.
- Maintain fire prevention equipment to the manufacture's standards including hand tools, lighting equipment and SCBAs.
- Participate in legal proceedings involving Sedona Fire District CRR division.
- Recommend policies and procedures for the delivery of Fire Life Safety services.

## PERIPHERAL DUTIES

- Assists in other district administrative activities, as assigned.
- Assists in training new employees, as assigned.
- Performs general maintenance work in the upkeep of Community Risk Reduction equipment.
- Assists in developing plans for special assignments, i.e., emergency preparedness, training programs, firefighting, hazardous materials, emergency aid activities, and SFD map books.

## MINIMUM QUALIFICATIONS

- Completion of probationary year as a firefighter with Sedona Fire District; **OR**
- Two years' experience in the position of Fire Inspector and hold current ICC Fire Inspector I and II certification; **OR**
- Two years' experience in the position of Fire Inspector and hold current ICC Fire Inspector I and ICC Fire Plans Examiner certification; **OR**
- One year experience in the position of Fire Inspector and hold current ICC Fire Inspector I, ICC Fire Inspector II, and ICC Fire Plans Examiner.

## DESIRABLE QUALIFICATIONS

- Introduction to Wildland Fire Behavior (S-130 & S-190)
- Associate's degree in Fire Science, Fire Prevention or related field
- NIMS Basic ICS I-200, ICS I-300, and Advanced ICS-400
- Completion of Arizona Chapter IAAI Arson I, II, III, & IV

## SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

## FIRE INSPECTOR COMPETENCIES

- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Decision Quality** - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Functional/Technical Skills & Technical Learning** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.
- **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Dealing with Paradox** - Can act in ways that seem contradictory; is very flexible and adaptable when facing tough calls; can combine seeming opposites like being compassionately tough, stand up for self without trampling others, set strong but flexible standards; can act differently depending upon the situation; is seen as balanced despite the conflicting demands of the situation.

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

#### *Thorough knowledge of:*

- Modern fire prevention principles, procedures, investigation techniques, and fire protection equipment
- Emergency planning and preparedness procedures.
- Occupancy classifications, construction types, occupant load, egress elements
- SFD Standard Operating Guidelines (SOGs)
- Code compliance for storage, handling and use of flammable/combustible liquids, gases and hazardous materials
- Code compliance of construction documents
- Code compliance of heating, ventilation, air conditioning and other building service equipment and operations
- Fire protection system plans, installations and specifications for process and operations
- Procedures for maintaining and checking equipment to the manufacture's standards including hand tools, lighting equipment and SCBAs
- Procedures for cleaning, inspecting, and returning equipment to service
- Emergency Vehicle Operations (EVO), Support Vehicle Operations (SVO) and Emergency Vehicle Preemption system
- Arizona Revised Statutes regarding Emergency Vehicle operations
- Fire District map book including procedures for looking up addresses by street number and plat number

#### *Skill in operation of listed tools and equipment.*

- Standard computer hardware and software programs and basic office equipment
- Emergency and Support Vehicles
- Emergency Vehicle Preemption systems
- SCBAs, lighting equipment, and ladders (ground and aerial)

*Attributes:*

- **Proactivity:** Taking initiative and anticipating needs or problems before they arise. This involves being proactive in identifying opportunities for improvement and taking action without constant direction.
- **Self-motivation:** Having a strong internal drive and enthusiasm to accomplish tasks and achieve goals. This intrinsic motivation keeps individuals motivated even in the absence of external rewards or supervision.
- **Initiative:** Displaying a willingness to go above and beyond assigned responsibilities. Taking the lead in initiating new projects, suggesting improvements, and actively seeking opportunities to contribute and make a difference.
- **Adaptability:** Being flexible and adaptable in the face of changing circumstances or unexpected challenges. A self-starter embraces new situations, learns quickly, and adjusts their approach accordingly.
- **Accountability:** Taking responsibility for one's actions, decisions, and outcomes. A bias for action includes being accountable for the results and taking ownership of tasks from start to finish.
- **Problem-solving:** Demonstrating a proactive approach to problem-solving by identifying issues, exploring creative solutions, and implementing effective strategies independently.

*Ability to:*

- Work a 40-Hour workweek.
- Meet HAZMAT Competencies for Awareness Level Personnel
- Identify occupancy classifications, evaluate a building's area, height, occupancy classification, and construction type
- Compute the allowable occupant load of an occupancy or portion thereof
- Analyze the egress elements of a building or portion of a building and verify means of egress elements provided for occupancies
- Determine fire growth potential in a building or space
- Recognize and effectively communicate the need for permits or construction plan reviews
- Classify 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 and standards and the policies of the jurisdiction
- Demonstrate proper use of SCBA during non-emergency operations
- Safely drive and operate assigned district vehicles to incident scenes
- Protect and illuminate emergency/non-emergency incident scenes
- Extinguish incipient Class A, Class B, and Class C fires
- Set up ground ladders
- Access and operate on elevated surfaces including pitched roofs
- Operate as a member of a team, demonstrating the techniques involved with conserving property through salvage and overhaul

- Utilize the Personnel Accountability System used by the Fire District
- Demonstrate a working knowledge of applicable SFD Standard Operating Procedures
- Demonstrate proficiency of Emergency Vehicle Operations (EVO), Support Vehicle Operations (SVO) and Emergency Vehicle Preemption system
- Demonstrate knowledge of Arizona Revised Statutes regarding Emergency Vehicle operation
- Demonstrate working knowledge the Fire District map book, successfully navigate to an address
- Perform work with considerable initiative and independence which requires application of technical knowledge
- Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing
- Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols
- Formulate and apply appropriate course of action for routine or familiar situations
- Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations
- Work outside of normal workdays and hours, i.e., evenings or weekends for special events and be subject to stand-by and on-call hours based on district and emergency response needs
- Work various schedules and at locations based upon district and emergency response needs

#### **SPECIAL REQUIREMENTS**

- Must be 18 years or older at time of employment.
- Must be able to read, write, and speak the English language.
- No felony convictions or disqualifying criminal histories within the past seven years
- Must possess and maintain a valid Arizona Driver License with good driving record
- Must meet insurability requirements of District insurance carrier.

#### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be 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 constantly required to perform repetitive motions, talk, hear, and see. The employee is frequently required to sit, stand, walk, reach, and feel objects. The employee is occasionally required to bend/stoop, raise/lower objects up to 25 lbs., carry, push/pull, turn/twist, balance, handle, and grasp/manipulate objects by hand. The employee must exert force occasionally up to 100 lbs., frequently up to 50 lbs., and constantly up to 20 lbs. to move objects. Specific vision abilities required by this job include close, color, peripheral, 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 employee works primarily in an office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations.

