

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE: Fire Inspector
DEPARTMENT: Fire Department
DIVISION: Fire Prevention
REPORTS TO: Fire Marshal
FULL-TIME:xxx _____ **PART-TIME:** _____ **TEMPORARY:** _____

STEP PLAN: Fire Inspector
JOB NO: 5545
DATE: 1/11/2013
FLSA STATUS: NE
COST CENTER: 283

REPLACES: Fire Inspector

DATE: 7/15/2012

JOB SUMMARY STATEMENT:

Conducts fire safety inspections on new & existing commercial structures for the purpose of obtaining compliance with City adopted codes and ordinances related to fire and building safety. This position entails applying the technical provisions found in the fire and building codes and associated standards, as well as other applicable ordinances related to fire and building life safety issues. Issues written notices of code violations and notices to appear in court for noncompliance. Conducts and assists in fire investigations. Conducts programs to educate the public in matters of life and building safety. Responds to emergency fire calls as needed.

DUTIES AND RESPONSIBILITIES:

1. Inspects new and existing structures, altered or repaired buildings and/or structures including various building systems and components for compliance with fire and building codes, national electrical code and associated standards. Evaluates and analyzes a wide variety of life safety, mechanical, electrical and fire protection systems installations for code compliance. Issues written notices of code violations and notices to appear in court for noncompliance.
2. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, technical data, research reports, and special inspection reports for the purpose of compliance with fire & building codes.
3. Applies engineering principles and practices in the technical examination and analysis of structures and components in accordance with local adopted fire & building codes, associated standards and municipal ordinances.
4. Keeps abreast of adopted codes & standards, new products, and code enforcement techniques, and assists in field training for other inspectors.
5. Serves as team liaison on joint inspections involving existing structures or investigations conducted with other divisions and departments.
6. Prepares reports noting specific code violations and items inspected. Enters inspection data into computer.
7. Responds to complaints generated from citizens, staff, contractors, design professionals, or other interested parties as they relate to assigned areas of responsibility.
8. Gives permission for the issuance of temporary and permanent Certificates of Occupancy and/or Certificates of Compliance.
9. Conducts and assists in fire investigations for determining the origin and cause. Conducts on and off scene interviews of witnesses, victims and suspects. Issues reports to the County District Attorney's office for a final determination of prosecution.
10. Conducts Public Education Programs to educate public in matters of life and building safety.
11. Trains other inspectors and/or shift personnel on fire prevention topics.
12. Maintains City vehicle, keeping the vehicle in proper working order and clean.
13. Responds to emergency fire calls as needed in a capacity appropriate to his/her recognized level of training and/or certification.

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14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or GED. Must possess a valid driver's license and maintain an insurable driving record.

Must obtain Level I Fire Investigator certification from the State of Kansas for Arson Investigators within the first two years as a Fire Inspector and Level II Fire Investigator certification within the third year.

Employees in this position are fire qualified and EMT certified; therefore, certifications required of a Firefighter must be maintained.

EXPERIENCE:

Maintains certifications and skill proficiencies deemed necessary by the department for the execution of assigned duties.

SKILLS:

1. Must have working knowledge of personal computers and software applications such as spreadsheets, database and word processing applications.
2. Good oral and written communication skills.
3. Good interpersonal skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to read and interpret building plans, specifications, and building codes.
3. Ability to analyze engineering problems and recommend possible solutions.
4. Ability to comprehend standard engineering practices.
5. Ability to perform (Basic) engineering calculations.
6. Ability to exhibit tact and diplomacy when dealing with public, builders and contractors.
7. Ability to work/conduct inspections under distracting conditions.
8. Mechanical aptitude.
9. Logical reasoning.
10. Ability to analyze safety situations.
11. Ability to train and guide others
12. Knowledge of the geographical layout of the jurisdiction including location of streets and major fire hazards.
13. Knowledge of departmental rules and regulations.
14. Ability to plan and effectively manage his or her time.
15. Ability to recognize and analyze potential conflict situations and adopt effective measures for resolution.

PHYSICAL REQUIREMENTS:

1. Must also meet the physical requirements of the **FIREFIGHTER** job description.
2. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
3. Ability to walk over rough terrain, climb stairs and ladders, bend, reach, and crawl while conducting site inspections.
4. Ability to make and receive phone calls.
5. Ability to distinguish colors.
6. Visual acuity to examine small parts.
7. Must be able to hear and communicate.
8. Ability to lift 50 pounds and transport 20 feet.

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9. Physical dexterity to operate hand tools.
10. Mobility to travel to various inspection sites.
11. Hand and eye coordination adequate to enter data into computer.
12. Visual stamina and acuity adequate to review alpha/numeric data.

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13. Ability to operate various office equipment, such as personnel computer, telephone, fax machine, copy machine, and paging system.
14. Ability to sit, talk and hear.
15. Ability to walk, use hand and finger motions, handle or feel objects, tools or controls and reach with hands and arms.
16. Exposure to extreme temperatures and adverse weather.
17. Ability to drive a city vehicle
18. Exposure to loud noises.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.