

CITY OF OVERLAND PARK POSITION DESCRIPTION

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

BAND/LEVEL: Tech I
JOB NO: 5580
DATE: 7/15/2012
FLSA STATUS: NE
COST CENTER: 283

REPLACES: Fire Inspector I

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Conducts fire safety inspections on new and existing commercial structures for the purpose of obtaining compliance with City adopted codes and ordinances related to fire 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 written notices of code violations and notices to appear in court for noncompliance.

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 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. Keeps abreast of adopted codes & standards, new products, and code enforcement techniques.
4. Prepares reports noting specific code violations and items inspected. Enters inspection data into computer.
5. Maintains city vehicle, keeping the vehicle in proper working order and clean.
6. 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 which interaction is required to accomplish work and employer goals.
7. 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:

Education equivalent to a high school diploma supplemented with college-level courses in building construction, fire prevention or fire science is required. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

Bachelor's degree in fire prevention, fire science, construction science, fire protection technology, engineering, architecture or a related field is preferred; or an equivalent combination of formal education and work experience. Knowledge of basic fire scene operations, code enforcement or other law enforcement training may be substituted for formal education.

EXPERIENCE:

One year of fire prevention, code enforcement or equivalent fire/building construction experience.

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SKILLS:

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

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 engineering calculations.
6. Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors.
7. Ability to work/conduct inspections under distracting conditions.
8. Mechanical aptitude.
9. Ability to analyze safety situations.
10. Logical reasoning.

PHYSICAL REQUIREMENTS:

1. Ability to walk over rough terrain, climb stairs and ladders, bend, reach, and crawl while conducting site inspections.
2. Ability to make and receive phone calls.
3. Ability to distinguish colors.
4. Visual acuity to examine small parts.
5. Must be able to hear and communicate.
6. Ability to lift 50 pounds and transport 20 feet.
7. Physical dexterity to operate hand tools.
8. Mobility to travel to various inspection sites.
9. Ability to drive a City vehicle.
10. Hand and eye coordination adequate to enter data into computer.
11. Visual stamina and acuity adequate to review alpha/numeric data.

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.