

**City of Imperial Beach
POSITION DESCRIPTION**

Title: Residential Fire/Safety Inspector
Department: Public Safety
Division: Fire

GENERAL PURPOSE

Under general supervision, conduct fire/safety inspections of residential buildings in order to determine compliance with applicable fire codes and regulations; perform routine building plan checks for compliance with applicable fire codes; provide assistance to the public; and perform related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform field fire/safety inspections of all applicable residential buildings and properties; ensure that structures and properties are being maintained in accordance with approved plans, specifications and fire codes; inspect all aspects of buildings and property for compliance with applicable codes, ordinances, and regulations; note defects and issues correction notices. Responsibilities encompass all residential occupancy types.

Provide information and assistance to the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning regulations.

Maintain files and records related to areas of assignment; input and retrieve information into computer database.

Receive and investigate fire/safety related complaints on residential properties.

Perform new residential fire/safety inspections as required.

Perform related duties as required.

PERIPHERAL DUTIES

Maintain a California "C" Drivers License.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Education in fire/safety inspection/technology.

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KNOWLEDGE OF

Fire/safety principles and practices, including familiarity with basic methods and materials used in the construction of buildings and related structures.
Pertinent uniform fire/safety codes, ordinances, and regulations.
Modern office procedures, methods, and equipment including computers.
Principles and procedures of record keeping.

ABILITY TO

Understand, interpret, enforce and explain provisions of applicable fire/safety code requirements to the general public.
Examine field conditions and detect deviations from plans, regulations, and applicable code requirements.
Learn fire/safety inspection procedures.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

ENVIRONMENT

Office and field environment; travel from site to site to conduct fire/safety inspections; extensive public contact.

PHYSICAL DEMANDS

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; mobility to stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations and meetings.

Vision:

See in the normal visual range with or without correction; vision sufficient to read blueprints, computer screens and printed documents and to operate assigned equipment

Hearing:

Hear in the normal audio range with or without correction.