

City of Imperial Beach
POSITION DESCRIPTION

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

GENERAL PURPOSE

Under general supervision, conduct fire/safety inspections of commercial, industrial, public buildings and hazardous occupancies in order to determine compliance with applicable fire and municipal codes and nationally recognized standards; perform routine and complex building plan checks for compliance with applicable fire codes including fire protection systems and equipment; provide assistance to the public; and perform related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief or Deputy Fire Chief as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform annual field fire/safety inspections of all commercial and public 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 occupancy types as assigned.

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

Review routine and complex plans and specifications for compliance with applicable codes, note defects and make corrections; maintain files and records related to areas of assignment; input and retrieve information into computer database.

Receive and investigate fire/safety related complaints on public, industrial and commercial properties.

Perform new business and/or construction fire/safety inspections as required.

May assist in the inspection of the more complex residential occupancies as needed.

Perform related duties as required.

PERIPHERAL DUTIES

Maintains a California "C" Drivers License.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Any combination of experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain such knowledge, skills and abilities would be:

Equivalent to a high school graduation supplemented by college course work in the field of fire protection or closely related field and three years of progressively responsible experience in a variety of fire prevention activities. State certification as a Fire Prevention Officer III is highly desirable.

KNOWLEDGE OF

Fire/safety inspection principles and practices, including familiarity with basic methods and materials used in the construction of buildings and related structures.

Pertinent national, state, and local uniform building and fire/safety codes, ordinances, and regulations.

Modern office procedures, methods, and equipment including computers.

Principles and procedures of record keeping.

Principles and practices of effective customer service.

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.

Learn to analyze, interpret and accurately check building plans and specifications.

Read and understand building construction plans, specifications, and details.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Enforce regulations with firmness and tact.

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

Requires performing duties both indoors and outdoors, in all types of weather exposure. Incumbents must be able to stand, sit, walk, crouch, stoop, squat, twist, and climb ladders; to perform duties in areas of unstable footing, on roofs, in attics, in basements, in crawl spaces, at or near ceilings of tall buildings, and in confined spaces, and in areas where they will be exposed to unpleasant conditions. Requires exposure to areas containing fire hazards, and hazardous materials in controlled use or in storage. Incumbents must be able to drive to inspection and meeting sites during the course of their work. Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; ability to communicate verbally to exchange information.

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.