

FIRE INSPECTOR

NATURE OF WORK

Under the general supervision of the Fire Marshal, assists with fire prevention activities and may serve as a technical specialist for the City. Inspects buildings and other structures for compliance with State and local ordinances and fire safety regulations. Conducts and supervises arson investigations. Promotes fire safety and fire prevention. Supervise employees as needed. In addition, this position performs firefighting work and other related duties, as required.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples do not include all of the duties which the employee may be expected to perform.

1. Assist the Fire Marshal.
2. Inspect interiors and exteriors of all existing and newly constructed buildings, along with those buildings and structures under construction, to detect fire hazards and enforce compliance to State and local fire ordinances and regulations.
3. Administer pre-fire incident survey program for every commercial building in our jurisdiction. Include all building information including drawings of site, floor and roof plans.
4. Conduct, upon delegation by State Fire Marshal, inspections of all schools within our jurisdiction.
5. Conduct inspections with the Department of Natural Resources concerning the installation, testing, and removal of all underground flammable liquid storage tanks.
6. Coordinate and participate in the final inspection of newly constructed commercial, industrial, multi-resident buildings and structures of public assembly, as well as structures occupied by temporary special events. Assure compliance to all applicable codes and issue certificate of occupancy on compliance.
7. May work evening and weekend hours periodically so that nightclubs, bars, theaters, churches and other facilities can be inspected during full operation.
8. Review and update all Firefighter Right-To-Know information during the inspection process (storage and use of hazardous materials).
9. Respond to fire hazard complaints by inspecting conditions for compliance with fire law requirements and ordering correction of hazardous conditions when necessary. Conduct re-inspections to determine if compliance has been achieved.
10. Meet and conduct inspections with City mechanical, building and electrical Inspectors on an as-needed basis.

11. Contact owners of buildings to discuss findings and legal requirements, instruct them on possible corrective actions, and seek voluntary compliance to standards.
12. Prepare summary reports of inspection findings and recommendations for corrective actions. May seek immediate corrective actions such as closing buildings in cases of severe hazard.
13. Maintain files of inspection records and recommendations for corrective action and prepare periodic reports on activities.
14. Under the direction of the Fire Chief, Fire Marshal and City Attorney, initiate legal actions and gather evidence in case of noncompliance.
15. Testify in court as technical or expert witness, as required.
16. Examine building, site, mechanical, and fire suppression plans to assure that buildings under construction will conform to fire prevention codes and City ordinances.
17. Meet with architects, contractors and business owners to discuss and resolve code compliance problems.
18. Conduct fire investigations, gathering evidence at suspected arson fire scenes when violation of law is suspected, and prepare report on same. Oversee the activities of other firefighters participating in the investigation.
19. Conduct joint arson investigations with police detective personnel.
20. Oversee other fire department staff in fire prevention and inspection activities.
21. Assist in the development of training for other fire department staff in the current procedures and practices of fire prevention and safety.
22. Make presentations promoting fire prevention techniques, extinguisher use and fire safety to community groups, schools and industrial personnel. Exhibits current fire prevention materials and answers questions regarding fire safety and prevention.
23. Provide fire prevention public service announcements to local radio stations.
24. Attend meetings as assigned, including Planning Commission meetings in the Fire Marshal's absence.
25. Perform related duties as required.
26. Participate in community risk reduction education and training as required by the Fire Chief.
27. Address property maintenance complaints (i.e. roofing, siding, fencing concerns (etc.) which are enforced through the International Property Maintenance Code (IPMC).
28. Perform all responsibilities, essential duties, KSA's and functions outlined in the job description for captain.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,
SKILLS AND ABILITIES FOR EMPLOYMENT**

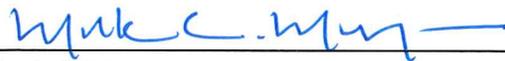
All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this classification, upon appointment or stated otherwise, should have the equivalent of the following:

- Fire Officer experience preferred.
- High school diploma with additional education or training in related field.
- Fire Officer I, II, & III (FOIII within 6 months of appointment)
- Certified Fire Inspector (Within one year of appointment)
- Haz-Mat Awareness & Ops
- ICS
- Maintain a valid Michigan Driver's License
- Maintain a valid Michigan First Responder License
- Attend and participate in training as required by department training policy.
- Provide a positive and professional image to the other members of the department, the public and toward other agencies to promote the betterment of the fire department.
- Is willing to attend classes that are provided for them to further their education with the maintenance and inspection process of the city.
- Must have the ability to return for off duty calls and to lead a duty crew when needed.

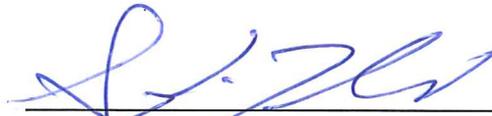
Approval:



Carrie A. Pierce
Director of Administrative Services



Mark C. Meyers
City Administrator



Gary Nelund
Mayor

July 1, 2015