



City of Tempe

FIRE INSPECTOR I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	217	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$24.447115
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$33.003846
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fire Inspector II+
<i>Drug Screen / Physical:</i>	Y		Y
		<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Fire Inspector series. This class is distinguished from the Fire Inspector II+ by the performance of the more routine tasks and duties assigned to positions within the series including conducting routine inspections of buildings and property for fire hazards and compliance with fire prevention codes and standards, and assisting in the investigation of fires and hazardous material releases. Since this class is typically used as a training class, employees may have only limited directly related work experience.

REPORTING RELATIONSHIPS

Receives general supervision from the Fire Marshal (Assistant Fire Chief) and may receive functional and technical supervision from a Lead Fire Inspector.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Experience in fire prevention and inspection work, including a working knowledge of building construction, construction materials, fire codes and standards relating to fire prevention and investigation is preferred.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by college or trade level course work in fire science, fire prevention, fire investigation, architecture or building construction. An AA Degree related to the core functions of this position is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of an International Code Council (ICC) or National Fire Protection Association (NFPA) Fire Inspector I Certification, or the equivalent of a State of Arizona Fire Inspector I certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of technical inspections of public, commercial, industrial, residential and other buildings and premises to secure compliance with the City's fire prevention codes and regulations; to investigate complaints and violations and require corrective action; to conduct investigations of fires, explosions and hazardous material(s) releases; and to develop fire safety codes, regulations and educational programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Conduct complex, technical inspections of buildings and property to ensure compliance with fire prevention codes and standards. These inspections will be conducted during the business hours of the occupancy which may include night time.
- Meet with developers, architects, contractors and various City departments to provide code interpretation for proposed development projects.
- Review documents related to new construction or tenant improvements for compliance with fire and building codes.
- Conducts inspection and acceptance tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices.
- Conduct inspections of facilities using hazardous materials to ensure compliance with local, state and federal regulations pertaining to storage, use and disposal of those materials.
- Provide technical advice to contractors, architects, engineers and developers on sprinkler systems, high-piled storage, hazardous materials and related fire code issues.
- Conduct inspections of aboveground or underground storage tank facilities for both new installations and facility closure; provide detailed reports of all facility closures.
- Respond to fires, explosions, and hazardous material releases on an on-call basis to conduct investigations of these incidents.
- Photographs fire scenes, collect evidence and prepare detailed reports for presentation in court.
- Depose or testify in criminal and civil litigation relative to investigations.
- Issue citations for fire code violations.
- Assist law enforcement agencies, City and County Prosecutor's Offices and the Attorney General's Office with case investigation preparation.
- May serve as the Department's Public Information Officer; provide information to radio, print and video media on fire, medical and public safety issues or events.
- Review material safety data sheets and contingency plans for facilities using hazardous materials and assign corresponding occupancy classification.

- Coordinate fire company inspections within an assigned fire first due response area, serve as a liaison to fire captains for the management of inspection activities with the district and oversee the input of Fire Company Inspection data.
- Conduct training classes in fire prevention; fire investigation and arson prevention for department members, schools, civic groups, and the general public.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs. when checking fire extinguishers);
- Operate city vehicles (i.e. emergency response vehicles);
- Operate city equipment (i.e. SCBA, portable and mobile radios, etc.);
- Climb stairways, ladders, and work on elevated structures (while performing inspections);
- Work in a stationary position for considerable periods of time (i.e. includes walking, moving, bending, or stooping);
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work (i.e. including looking overhead).
- Work in confined areas (i.e. small/cramped areas);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Ability to use appropriate Personal Protective Equipment (PPE), including a self-contained breathing apparatus (SCBA) and/or appropriate respiratory protection;
- Knowledge of principles and methods of fire prevention and fire inspection;
- Knowledge of rules and regulations of the Fire Medical Rescue Department;
- Knowledge of fire hazards and prevention requirements, inspection procedures, fire investigation procedures, firefighting methods and techniques;
- Knowledge of fire detection and extinguishing systems;
- Knowledge of hazardous materials plan review, use, and handling;
- Understanding of International Code Council (ICC) Fire Codes, National Fire Protection Agency (NFPA) Standards 1031 and 1033, and other related fire, building and city code regulations).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1995</i> <i>Revised October 2012 (job duties, minimum requirements)</i> <i>Revised March 2017 (update supervision received, min quals, and physical/mental activities)</i></p>