

**City of Grass Valley  
JOB DESCRIPTION**



**FIRE INSPECTOR**

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**Department: Fire Department**

**FLSA Status: Non-Exempt**

**Reports To: Fire Marshal**

**Unit: 8 /Classified Full-Time Position**

**Adopted: May 16, 2006**

**Revised: January 13, 2009**

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**SUMMARY OF JOB PURPOSE**

The Fire Inspector, under the general direction of the Fire Chief, and the direct supervision of the Fire Marshal, or designated Fire Officer, is a classified position assigned to the Fire Prevention Bureau. This position will assist in required specific skills implementing and enforcing the Fire Department's prevention programs including inspections, public education, investigations, code enforcement, and limited emergency response. The Fire Inspector must have basic administrative abilities and demonstrate leadership qualities. The Fire Inspector must be self motivated with the ability to motivate others.

Applicants must pass a medical examination to verify the ability to physically perform all required duties.

**SUPERVISION RECEIVED AND EXERCISED**

The incumbent is under the general direction of the Fire Chief, and the direct supervision of the Fire Marshal. The incumbent has no on-going supervisory responsibilities.

**ESSENTIAL FUNCTIONS (includes but not limited to listed tasks)**

1. Implementation of policies and procedures of the Fire Department / Fire Prevention Bureau;
2. Responding to emergency incidents as requested, or according to protocol, and shall be assigned staff positions for which he/she has been trained;
3. Serving as the safety officer, staging area manager, rehab officer, accountability officer or public information officer;
4. Assisting line fire personnel as required, in the providing engine company inspections and public education;
5. Assisting in new building, fire and life safety inspections, issuance of Fire Department permits and investigation of fire incidents;
6. Being designated as a peace officer in accordance with Section 830.37 of the Penal Code of California and may serve on an arson task force if required;
7. Participation in training, as directed by the Fire Marshal;
8. Performing fire pre-plans and building inspections;
9. Preparation and submission of reports and maintenance of accurate records as directed;
10. Actual suppression functions including assignments to fire apparatus will not be a duty of this position; and
11. Performance of other duties as directed.

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**Knowledge of:**

1. Code enforcement
2. Fire and Building Codes
3. Commercial & residential construction
4. Sprinkler & fire alarm testing
5. Fire pre-planning
6. Fire Behavior
7. Incident Command System
8. Basic computer skills
9. English usage, spelling, grammar and punctuation

**Skills in:**

1. Working effectively with City workers from other departments and the general public
2. Recognizing, prioritizing and accomplishing needed tasks
3. Maintaining accurate records, files and reports

**Ability to:**

1. Administer Fire Prevention Bureau business on a daily basis
2. Work with minimal supervision
3. Work with Fire Department personnel, as a team
4. Understand and carry out oral and written directions
5. Understand the Fire Department organization, follow Department Standard Operating Guidelines / Standard Operating Procedures
6. Understand the operations of the City of Grass Valley and external agencies as necessary to carry out the responsibilities as assigned.

**QUALIFICATIONS**

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. Minimum age of 18 years;
2. High School Diploma or General Education Degree (GED);
3. Two (2) years of experience as a Firefighter, Building Code Inspector, Building Inspector, or Fire Inspector.

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**CERTIFICATES, LICENSES, REGISTRATIONS**

1. California Class C Drivers License.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**PHYSICAL DEMANDS**

Person must pass a medical examination to verify the ability to physically perform all required duties.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

The employee must have the ability to perform those physical activities required for the execution of essential functions including, but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding. The employee must have the ability to perform normal communications, including in person, two-way radio or on the telephone. The employee must also be able to crouch, kneel, stoop, twist, climb, balance, reach, grasp, push, pull, carry and lift various weights up to fifty (50) pounds in the performance of job related functions.

**WORKING ENVIRONMENT**

May involve intermittent stress and occasional work in emotionally and physically hostile environments;

May require exposure to physical hazards such as fumes, chemical and body fluids;

May require working in adverse environmental conditions such as inclement weather, extreme temperatures, dust, noise, dim lighting, confined spaces and other conditions that may arise while performing essential functions;

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May require the ability to wear an air supply / purifying respirator.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.