

Aptos/La Selva Fire Protection District

FIRE INSPECTOR

(Non-Safety)

Job Description

Definition:

Under the supervision of the Fire Marshal, the Fire Inspector performs fire prevention inspections in all occupancy types to enforce laws, ordinances and regulations pertaining to the control and prevention of fires, assists with the review of plans and specifications on new buildings and fire protection systems, and develops and administers public fire safety education programs and public-relations programs; investigates routine complaints of fire/life safety hazards, administers and enforces the District's weed abatement program.

Minimum Requirements:

- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- Two years experience in the preparation and delivery of educational programs and/or a minimum of two years experience in code enforcement work, and experience with a computerized record system.
- OSFM Fire Inspector 1 Certification within 18 months of hire.
- OSFM Fire Inspector II Certification within 36 months of hire.
- Successful applicants will be required to present acceptable documents evidencing identity and employment authorization.

Typical Duties:

- Conducts annual fire safety inspections to include, but not limited to, **A, B, E, F, H, I, and R** Occupancies.
- Inspects new and existing buildings for compliance with fire laws, ordinances and regulations concerning design, construction and installation of fire protection equipment.
- Develops fire and life safety education programs for presentation to business and employee groups, homeowners associations, public and

private schools and other such groups that may have need of this type of information.

- Investigates complaints of fire hazards and prepares reports and abatement notices to obtain compliance on appropriate codes and ordinances.
- Assist in managing the District's weed abatement program.
- Successfully completes assigned training sessions, seminars, and conferences.
- Assists with the review of plans and specifications for fire safe construction and appropriate designs of fire protection systems in accordance with established codes, ordinances, and fire protection standards adopted by the appropriate jurisdiction.
- Functions as the Fire District's Public Information Officer (PIO) as required.

Ability to:

- Perform fire safety inspections of buildings and fire protection equipment using the Uniform Fire and Building Codes, Title 19, and other related laws, codes, ordinances, and fire protection standards.
- Accurately interpret and effectively enforce laws, ordinances, and regulations relating to fire prevention.
- Identify life safety and fire hazards and determine corrective action.
- Understand and carry out verbal and written directions.
- Prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Maintain accurate records.
- Establish and maintain effective working relationships with the public and District personnel.
- Become a California State Certified Public Information Officer.
- Bend, stoop, climb ladders, and crawl through small spaces.
- Work in spaces above ground level - roofs and multi-floor construction projects where need for sure footing and dexterity is critical.

- Use computer and a telephone.
- Lift and carry 25-50 pounds.
- Inspect confined areas such as trenches, attics, and sub-floor areas.
- Read detailed plans, warning placards, and ability to see fine details.
- Hear directions and warnings while working in a noisy (construction) environment.
- Work in environments that are dusty and at times inclement.
- Work irregular hours.

Knowledge of:

- Principles, practices, and techniques of modern fire protection and prevention.
- Applicable local, state, and federal laws and regulations.

Desirable Qualifications:

- Associates Degree in Fire Protection Technology or similar.
- OSFM Inspector 1 *or* Fire Prevention Officer Certification.
- OSFM Inspector 2 *or* Fire Prevention Specialist Certification.
- Building plan review experience.
- Public Education Officer Certification.
- Public Information Officer Courses and experience.
- Knowledge and experience using Microsoft Word, Excel, PowerPoint, Emergency Reporting, CAD or similar software.