



## FIRE INSPECTOR I/II

### **DEFINITION**

Under direct or general supervision, performs a variety of fire prevention activities including conducting inspections of buildings and facilities for compliance with fire and life-safety codes and regulations; reviewing construction plans for compliance with various codes, regulations, and standards; assisting with investigating the cause and origin of fires; promoting community awareness of public safety, emergency preparedness, and fire prevention issues; assisting with establishing and coordinating fire prevention and education programs; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive direct or general supervision from the Deputy Fire Marshal or designee, and may provide technical and functional direction and training to Fire staff and/or volunteers.

### **CLASS CHARACTERISTICS**

***Fire Inspector I:*** This is a non-sworn, entry-level class in the Fire Inspector series. Initially under direct supervision, incumbents learn and perform routine fire inspection duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Positions at this level usually perform most of the duties required of journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

***Fire Inspector II:*** This is a non-sworn, journey-level class in the Fire Inspector series. Under general supervision, incumbents perform the full range of fire inspections duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Fire Inspector class series are flexibly staffed. Incumbents may advance to the higher-level class after gaining the knowledge, abilities, experience, and any required licenses and certifications which meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

This class is distinguished from the Deputy Fire Marshal in that the latter is the advanced journey-level class in the series that has responsibility for the assignment and evaluation of the work of assigned to technical personnel.

## **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Performs fire life safety inspections on existing buildings; inspects and tests for the proper installation and operation of fire protection systems; determines compliance with applicable codes, standards, and ordinances; makes recommendations and corrections relative to code and ordinance requirements.
- Researches, prepares, and issues fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies.
- Assists property and building owners, and tenants in resolving code violations and corrective actions to the satisfaction of the community and stakeholders.
- Prepares reports and maintains records of fire inspections and investigations work.
- Reviews construction plans for compliance with federal, state, and local fire and life safety codes and City ordinances; consults with architects and developers as required.
- Investigates complaints pertaining to violations of fire prevention laws.
- Assists with planning and conducting educational programs on fire safety, water safety, injury and fall prevention, CPR, AED, and first aid; speaks before school groups and other organizations on public safety and fire prevention.
- Develops and disseminates fire safety and code compliance materials and assists with public safety programs.
- Represents the City and Fire Department in code enforcement and public education relationships with the public, community groups, and other organizations.
- Attends a variety of continuing education classes, seminars, and/or meetings to remain current on applicable codes, regulations, policies, and procedures.
- Assists in investigating the cause and origin of fires which may include the operation of still and video cameras, gathering and preserving evidence, interviewing witnesses, preserving the fire scene, and assessing burn patterns and characteristics; presents evidence in court when required.
- Provides technical advice and assistance as requested to Fire Department personnel regarding life and safety requirements.
- Assists with specific projects and programs such as vegetation management, weed abatement, and fireworks.
- Researches, compiles, and analyzes data for special projects and various reports; assists in the preparation of City Council agenda items including the preparing of material and data.
- Performs related duties as assigned.

## **QUALIFICATIONS**

Some knowledge and abilities may be gained by employees at the entry-level while in a learning capacity.

### **Knowledge of:**

- Principles and techniques used in the inspection of residential, commercial, and other facilities, or property for preventing and/or limiting fires in the installation and

maintenance of fire alarm systems and fire protection systems.

- Plan checking techniques and methods.
- Federal, state, and local codes and ordinances pertaining to fire and life safety, and building construction.
- Various codes and ordinances pertaining to building design, construction, life safety equipment and fire protection systems.
- Educational methodology as it relates to fire safety.
- Nationally recognized fire protection and safety standards.
- Hazardous materials use and storage.
- Organization policies and procedures, and administrative and standard operating guidelines of the Fire Department.
- Principles and practices of basic fire science, fire technology, and fire behavior.
- Business arithmetic and basic statistical techniques.
- Occupational hazards and standard safety practices necessary in the area of fire inspection.
- Organization and function of public agencies, including the role of a City Council, the Fire Chief, and appointed boards and commissions.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Perform technical specialized work in fire and life safety inspection, fire investigation, plan review, and code enforcement activities.
- Independently perform fire inspection duties, including the interpretation, explanation, application, and enforcement of policies, procedures, fire and life safety codes, regulations, and laws.
- Read, interpret, and explain building plans, fire protection system plans, fire building codes, and technical reports.
- Detect deviations from plans, regulations, and standard construction/fire prevention practices.
- Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials.
- Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints.

- Conduct thorough and detailed fact-finding investigations of fire incidents, and effectively gather, organize, evaluate, and document evidence leading to criminal prosecution.
- Interpret and apply departmental policies and procedures and pertinent local, state, and federal codes, regulations, and laws and determine compliance.
- Identify and interpret technical and numerical information.
- Observe and problem solve operational and technical policies and procedures.
- Identify, interpret, explain, and enforce violations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Prepare clear and concise reports, correspondence, procedures, and other written material.
- Compile and maintain complex and extensive records and files; prepare records and reports to be used in criminal proceedings.
- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

#### ***Fire Inspector I:***

Equivalent to graduation from high school, supplemented by a minimum of six (6) units of college-level semester units in fire or building construction or completion of Fire Inspector course 1A and 1B; **and**

Two (2) years of full-time administrative experience in a professional office setting.

#### ***Fire Inspector II:***

Equivalent to graduation from high school, supplemented by a minimum of six (6) units of college-level semester units in fire or building construction or completion of Fire Inspector course 1A and 1B; **and**

Two (2) years of full-time experience performing fire inspection duties equivalent to a Fire Inspector

I with the City of Rocklin.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A certificate of completion for Hazmat First Responder Operations Training is required within twelve (12) months of appointment.
- Successful completion of a California Penal Code 832 course is required within twelve (12) months of appointment.

### **Fire Inspector I:**

- Possession of a Fire Inspector I certification issued by the California State Board of Fire Services or the International Code Council (ICC) is required within twelve (12) months of appointment.

### **Fire Inspector II:**

- Possession of a Fire Inspector I certification issued by the California State Board of Fire Services or the International Code Council (ICC) is required at the time of appointment.
- Possession of a Fire Inspector II certification issued by the California State Board of Fire Services or the ICC is required within twelve (12) months of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures or the California Fire Code.

**WORKING CONDITIONS**

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments. Employees are required to wear a City-issued uniform. Employees will be required to wear a respirator as well as dust and filter masks while performing certain job functions.

**Emergency Service Workers:** All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	October 2019
Revised	September 2021
FLSA	Non-Exempt
Salary Schedule	I-level: AFSCME/Range 26 II-level: AFSCME/Range 32