

## CITY OF FENTON FIRE DEPARTMENT

### POSITION DESCRIPTION: Fire Inspector- Part Time

#### I. SCOPE

This Standard Operating Guideline shall apply to all fire personnel, permanent or part-time; for pay or volunteer status.

#### II. POLICY

It shall be the policy of this Department to establish minimum job descriptions for all Fire Department positions and describe minimum job requirements in order to obtain described position.

#### III. PURPOSE

To establish the duties and responsibilities for the position of Fire Inspector for the City of Fenton Fire Department as defined by the accompanying position description.

#### IV. PROCEDURE

In the capacity of Fire Inspector, the employee shall assume the authority and responsibility of this position as outlined in the Chain of Command Policy 010-06-02. The individual will work under the direct supervision of the Fire Chief.

### POSITION DESCRIPTION

Class Title:	Fire Inspector
Department:	Fire
Division:	
Date:	03/01/2018

**V. GENERAL PURPOSE**

The Fire Inspector position is a part time inspection and enforcement position which is responsible for promoting fire safety and securing compliance with fire prevention laws, codes, and ordinances. The Fire Inspector generally works independently but is under the direct supervision of the Fire Chief. This position is a non-firefighting or emergency response position.

**VI. SUPERVISION RECEIVED**

Works under the direct supervision of the Fire Chief.

**VII. SUPERVISION EXERCISED**

Will not supervise any fire personnel.

**VIII. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform fire prevention inspections, investigations, and required follow up at all local businesses for existing or potential fire hazards.
- Prepare all necessary paperwork and computer entry of inspections into Department inspection software.
- Maintain records of inspections, complaints, and fire protection system testing.
- Prepare fire preplans for commercial properties.
- Prepare and submit reports on inspection activities.
- Utilize a diplomatic approach to interaction with local business to foster positive working relationships.
- Coordinate and communicate with the City Building and Inspection Department when necessary.
- Conduct investigations and mitigate complaints received relative to fire hazards in commercial properties.
- Issue warnings, stop work orders, and recommend citations to be issued for fire code violations.

- Where necessary, coordinate and complete Sara Title III site planning and Right to Know information to comply with applicable MIOSHA laws.
- Drive and operate departmental vehicles in compliance with all traffic rules and laws.
- Attend training programs pertinent to fire inspection duties.
- Interpret and enforce the City of Fenton codes and ordinances, including the latest adopted fire code and state regulations.
- Carry out duties in conformance with Federal, State, County and Local laws, ordinances and procedures.
- Other duties as required.

**IX. PERIPHERAL DUTIES**

- Attend conferences and trainings to keep abreast of current trends in the field.
- Attend various City meetings (i.e.: work sessions, council meetings, or planning commission) when required by the Fire Chief.
- Attend department trainings and meetings to keep response personnel updated to any pertinent inspection information.

**X. DESIRED QUALIFICATIONS**

An equivalent combination of education and experience listed below may be considered.

- A. High school diploma or GED equivalent.
- B. Five (5) years of experience in fire services work.
- C. State of Michigan Firefighter II certification.
- D. Licensed State of Michigan Fire Inspector I.
- E. Current and valid Michigan driver's license. Must have and maintain a good driving record.
- F. Proficient computer skills.

**XI. KNOWLEDGE, SKILLS AND ABILITIES**

- A. Knowledge of Michigan fire codes.
- B. Considerable knowledge of modern fire prevention procedures, techniques, and equipment including fire suppression and alarm systems.
- C. Ability to read and interpret construction plans and documents.
- D. Proficient knowledge of computers and Microsoft Office software.
- E. Ability to deal tactfully and effectively while establishing working relationships with the public, co-workers, and supervisors.
- F. Ability to follow verbal and written instructions.
- G. Good organizational habits.
- H. Ability to meet special requirements.
- I. Maintain current required certifications.

**XII. SPECIAL REQUIREMENTS**

- A. Must possess, or be able to obtain by time of hire, a valid State of Michigan driver's license (with exception to active military).
- B. No felony convictions or disqualifying criminal histories.
- C. U.S. Citizen.
- D. Must be able to read, write, and comprehend the English language.
- E. Must be willing and have ability to work such hours as are necessary to accomplish the job requirements; may be required to attend meetings, seminars, and conferences during or after work hours.

### **XIII. PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee's environment can range from the fire station office setting, walking inside large industrial buildings or warehouses, to walking outside in a variety of terrain. A fire inspector may expect to face a variety of physical demands.

The employee is also required to lift and or move objects of heavy weight. Vision requirements for this position include close vision, distance vision, peripheral vision, and depth perception (corrections such as glasses and contacts are acceptable). The employee must maintain the physical ability to perform the duties of the job.

### **XIV. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing these duties, they are generally performed indoors in a variety of settings. Work is typically conducted in the fire station or commercial business settings.

Typical hours of work shall be 8am-4pm Tuesday, Wednesday, and Thursday, but shall have the ability to work flexible hours as needed. Maximum work hours are 24 hours per week.

**XV. SELECTION GUIDELINES**

Formal application; review of education and experience; background check; interview; work experience and reference review.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.

**XVI ENFORCEMENT**

The Fire Chief shall have full authority and responsibility for the enforcement of this guideline.

**XVII IMPLEMENTATION**

This Standard Operating Guideline replaces all other policies, guidelines, directives, or memos regarding this matter and may be amended as necessary.

Approval by: Robert Cavindoff  
Title: Fire Chief