

Fire Prevention Inspector - Civilian

Position Description

Department: Fire and Rescue
Pay Grade : 115
FLSA Status: Non-Exempt

JOB SUMMARY

This position conducts fire prevention inspections and fire safety education for Shenandoah Combined Fire & Rescue. Ensures buildings are in compliance with the Virginia Uniform Statewide Building Code and the Virginia Uniform Statewide Fire Prevention Code. Work is performed under the general supervision of the Deputy Fire Chief / Fire Marshal.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Performs occupancy and use inspections. Inspects fire prevention systems and evacuation plans. Issues notices of code violations as well as summonses and citations. Investigates complaints by visiting field sites. Operates motor vehicles.
- Develops and presents fire safety/prevention programs to educate the public. Assists in developing evacuation plans and conducts fire drills. Reviews and proposes changes to safety standards and codes.
- Reviews building plans for code compliance.
- Responds to inquiries from the public, outside agencies, and contractors.
- Performs acceptance testing of fire prevention systems/sprinklers.
- Performs administrative duties such as compiling reports and maintaining records; giving presentations and developing programs related to fire prevention and safety.
- Issues notices of code violations, citations, and summonses.
- Reviews plans and performs on-site inspections of fire protection systems.
- Investigates complaints.
- Attends seminars and meetings related to fire prevention/safety and to keep up to date on codes and ordinances. Trains Firefighters and company officers using the knowledge attained.

ADDITIONAL DUTIES

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

- Performs additional duties to support prevention requirements as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a high school diploma or equivalent; experience with fire inspection prevention is preferred.

Licenses or Certifications :

- Fire Inspector I NFPA 1031 must be obtained within 180 days of hire
- Fire & Safety Education NFPA 1035 must be obtained within 9 months of hire
- A valid Virginia driver's license upon hire or a valid Virginia driver's license within 30 days of hire for out-of-state candidates who are required to transfer their license to Virginia (Note: Must be without restrictions or revocations which prohibit the operation of a department vehicle)

Special Requirements:

None.

Knowledge, Skills and Abilities:

These are a representative sample; position assignments may vary.

Knowledge , Skills, and Abilities:

- Knowledge of Virginia Uniform Statewide Building Code
- Knowledge of Virginia Uniform Statewide Fire Prevention Code
- Knowledge of Shenandoah County Fire Prevention/Safety codes
- Knowledge of fire prevention systems (e.g. fire sprinklers and extinguishers)
- Knowledge of building evacuation principles
- Knowledge of characteristics of hazardous materials
- Knowledge of behavior and characteristics of fire
- Knowledge of acceptance testing fire prevention systems
- Skill in inspecting for fire prevention
- Skill in presenting
- Ability to safely operating a motor vehicle
- Ability to maintain records
- Ability to review building plans
- Ability to train others
- Ability to conduct research
- Ability to interact and work with different groups of people
- Ability to learn new codes and fire prevention policies
- Ability to communicate with the public regarding citations and code violations
- Ability to maintain regular and predictable attendance at work

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PHYSICAL DEMANDS

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. While performing the essential duties of this job, the employee is regularly required to reach extending hands and arms in any direction, stand, push, pull, lift, finger (picking, pinching or otherwise working primarily with fingers), grasp applying pressure to an object with fingers or palms, talk, see, and hear. The employee is frequently required to climb, balance, stoop, crouch, crawl, walk, feel and use substantial repetitive motions of the wrists, hands and fingers. In terms of the physical strength to perform the essential duties, this classification is considered to be heavy work, exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

Working conditions may include exposure to travel to other locations within Shenandoah County as well as outside of Shenandoah County; exposure to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc.; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; inadequate lighting; intense noise; and environmental hazards such as disruptive people, imminent danger, and a threatening environment.

Shenandoah County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Shenandoah County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status,

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sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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