



CITY OF SANTA FE

Fire Inspector I

FLSA Status: *Non-Exempt*
Union Status: *Fire Union*
Salary Range: *F104*
Safety Sensitive: *Yes*

General Definition of Work

Performs a variety of the fire prevention and inspection activities and may include Hazardous Incident Response, firefighting and emergency rescue efforts as needed.

Supervision Received

Works under the general supervision of the Fire Marshal or Deputy Fire Marshal.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- As directed by the Fire Marshal, inspects existing structures as well as plans, specifications and construction of new or modified structures for compliance with applicable life safety codes, short term rental requirements, and fire prevention codes.
- Ability to cite violations of same, recommends and oversees implementation of corrective measures.
- Provides fire prevention instruction and training for the public through lectures and demonstrations on life safety and fire prevention codes and equipment.
- Performs annual sprinkler inspections according to the requirements of NFPA 25.
- Performs fire alarm inspections according to the requirements of NFPA 72.
- Investigates fires to determine cause and origin; photographs scenes; investigates arson and provides information to the Police Department; locates, tags and preserves evidence according to accepted procedures.
- May be required to respond to general fire alarms, rescue and emergency medical service calls.
- May function as a member of any of the special skills teams of the Fire Department.
- Participates in on-going formal and on-the-job training programs.

Knowledge, Skills, and Abilities

- As directed by the Fire Marshal, inspects existing structures as well as plans, specifications and construction of new or modified structures for compliance with applicable life safety codes, short term rental requirements, and fire prevention codes.
- Ability to cite violations of same, recommends and oversees implementation of corrective measures.
- Provides fire prevention instruction and training for the public through lectures and demonstrations on life safety and fire prevention codes and equipment.
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- May be required to respond to general fire alarms, rescue and emergency medical service calls.
- May function as a member of any of the special skills teams of the Fire Department.
- Participates in on-going formal and on-the-job training programs.

Education Requirement

High school diploma or equivalent.

Experience Requirement

- Firefighter II level or higher plus four (4) years paid service with the Santa Fe Fire Department.
- A lapse of continuous service (less than 1 year), will be assessed as a 12-month period of ineligibility for promotion.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid New Mexico Class E or CDL Driver's License.
- Must be a licensed EMT-B or higher in the State of New Mexico.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must obtain IFSAC Fire Inspector I certification within six (6) months.
- Must apply for ICC Inspector I within six (6) months.
- Successfully complete Fire Origin & Cause within one (1) year.
- Successfully complete IFSAC Fire Investigator within one (1) year.
- Compliance with all required drug and alcohol testing is a condition of continued employment.

Physical Requirements

- Tasks require a variety of arduous physical activities performed in unusual situations, in an elevated state, or in confined spaces.
- Walking, standing, stooping, bending, kneeling, sitting, reaching, and climbing are required in the normal course of essential job duty performance.
- Must be able to lift, move, and/or carry up to 100 pounds.
- Speaking, hearing, and seeing are essential to the effective performance of position tasks.
- Common eye, hand, and finger dexterity are required for most essential functions.
- Mental application includes memory utilization, emotional stability, and discriminating thinking.

Working Environment

- Work is performed both indoors and outdoors in all types of weather and involves exposure to heat, smoke, wet conditions, contagious diseases, bodily fluids, pain, suffering, and mental anguish under emergency conditions.
- Irregular working hours may be necessary.
- Location assignments are subject to daily change.
- Periodic travel required in the normal course of job performance.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at:

<https://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position 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 and requirements of the position change.

Acknowledgment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature