



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
FIRE INSPECTOR

FLSA Status: Non-Exempt
Bargaining Unit: IAFF
Salary Grade: F07

CLASS SUMMARY:

The Fire Inspector is the first level in a two level Fire Prevention Series. Incumbents are responsible for conducting, fire and life safety inspections, fire investigations, and coordinating and delivering public education and information regarding fire and life safety practices and procedures. May be called upon to provide support in emergent situations.

The Fire Inspector is distinguished from the Fire Marshal by its focus on inspection and education.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Inspects structures, properties and fire protection systems for compliance with fire and life safety codes, consults with parties regarding violations, alternatives and recommendations, and prepares inspection reports.
- Conducts classes and demonstrates fire and life safety methods and practices to citizens groups and businesses, and evaluates juveniles and educates families involved in the Juvenile Firesetter Intervention program.
- Responds to assist at emergency scenes.
- Investigates fires occurring in the City to determine the origin and cause, and prepares associated fire reports. (Assisting the Police Department in criminal matters.)
- Provides assistance to internal and external customers by handling incoming calls and walk-in citizens/employees with fire questions.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A high school diploma or equivalent, and a minimum of three (3) years of codes related and/or customer service experience with a strong emphasis in code or contract interpretation and/or application experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in life safety and building codes and/or emergency services is preferred.

Licensing Requirements (positions in this class require):

- Oregon Class C driver's license, and
- Within 12 months of hire must obtain Oregon State Fire Marshal Life Safety Specialist I Certification.

The following certifications are desirable at the time of hire:

- DPSST Juvenile Firesetter Intervention Specialist I and
- College level Basic Fire Investigation Course (3 credit hour).

Knowledge (positions in this class require):

Knowledge of:

- Basic concepts in fire prevention methods to include, introductory knowledge of Oregon Fire Code, Oregon Building Code, and National Fire Protection Association Standards;
- Principles, practices and techniques of customer service and public speaking and presentations;
- Educational methods and instructional techniques;
- Building construction;
- Customer service in code interpretation/enforcement;
- Defensive driving techniques and safe vehicle operation;
- Personal computers and related software applications; and
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Reading technical materials and guides and ability to interpret and apply codes, standards, and ordinances;
- Reading and reviewing building plans;
- Problem analysis and solution by applying critical thinking methods;
- Public presentations;
- Communicate clearly and concisely both orally and in writing;
- Preparing complex technical reports; Writing technical reports;
- Customer service with a strong emphasis in code or contract interpretation/explanation;
- Enforcing laws, codes and standards and policy with impartiality, firmness and tact;
- Communicating effectively orally and in writing;
- Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
- Completing inspections in confined areas and under extremes of temperature; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisors, and the general public, sufficient to exchange to convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents are responsible for knowing, understanding and promoting the department's mission statement, purpose statement, and core values.

Classification History:

Created: June 6, 2005, Resolution No. 4972

Updated March 7, 2016