

**DURANGO FIRE PROTECTION DISTRICT
JOB DESCRIPTION
Fire Inspector**

Starting Salary: \$51,100

Division/Bureau: Fire Prevention Bureau

Director: Fire Marshal

Supervisor: Deputy Fire Marshal

JOB SUMMARY

This is a civilian or sworn/uniformed non-exempt hourly position assigned to the Fire Prevention Bureau responsible for the protection and preservation of life and property for a safe community by performing fire prevention work to include conducting standard or specialized inspections of commercial, institutional, industrial, and educational facilities; delivering safety programs; plan reviews, fire investigation and enforcing all applicable local, state and federal safety code regulations and standards.

ESSENTIAL FUNCTIONS

- Follows the Organization's Mission, Values, and Departmental Expectations
- Performs fire inspection and code compliance assignments per the adopted codes and applicable state and federal codes or regulations
- Provides written and verbal guidance to developers, planners, architects, engineers, attorneys, business owners or managers, and others in a competent and professional manner
- Performs plan reviews for new development, tenant improvements, remodels and industrial processes (includes fire code plan review, suppression systems, fire alarms, etc.)
- Issues construction and operational permits
- Performs fire investigations as assigned
- Coordinates and delivers public education and prevention programs as assigned
- Responsible for data management on all projects assigned

OTHER DUTIES

- Attends and participates in meetings and public events as assigned
- Coordinates with outside agencies, contractors, architects, other members of the Fire Prevention Bureau and building officials to establish fire safe premises through the development of relationships
- Follows SOP's and procedures as developed by the District and Bureau
- Notifies response crews of significant known safety issues that may affect their ability to stabilize emergencies
- Remains current on codes and standards, inspection and plan review practices, and fire investigation techniques
- Balances the need for enforcement and education of the adopted codes
- Issues stop work orders, violation notices, and orders the abatement of fire hazards accurately and in accordance with the appropriate fire codes, regulations and District guidelines

KNOWLEDGE AND SKILL REQUIREMENTS

- The fire inspector must be a self-starter with the ability to work independently, with limited supervision.
- He/she must be able to effectively communicate both verbally and in writing while demonstrating a professional demeanor and attitude.
- He/she must have strong computer skills with knowledge of personal computers, laptop computers, tablets, and smart phones, Microsoft Office and other software used in the profession and District.
- The fire inspector must develop a positive and productive interaction with the public under stressful conditions.

QUALIFICATIONS

Required:

- Must hold and maintain a current International Code Council Fire Inspector I certification
- Must have and maintain a valid driver's license and be insurable by the District's insurance provider

Preferred:

- An Associate's Degree and/or 3 years with the fire service or background in a code enforcement related field
- State of Colorado Division of Fire Safety School Inspector I certification
- International Code Council Fire Inspector II certification

Must obtain within the first year of employment:

- Must attain and maintain the State of Colorado Division of Fire Safety Fire Suppression System Inspector certification.
- Must attain and maintain hazmat awareness
- Must attain and maintain a CPR/First Aid certification
- Must attain ICS 100, 200

PHYSICAL REQUIREMENTS

Physical demands include:

- Must be able to climb ladders and stairs
- Reaching
- Frequent and long term standing
- Walking, sitting, stooping, kneeling, crouching or crawling
- Lifting (occasionally up to 50 pounds)
- Vision
- Must be able to sit and operate computer terminal
- Must comply with the organization's wellness and fitness program and participate in the Cooper Fitness Assessment.

We are an equal opportunity employer.

Revised *February 8, 2017*