



Inspector
Fire Marshall

FM/02
Pay Grade: 20

JOB SUMMARY

The Inspector conducts inspections of public and private premises, enforcing fire ordinances and regulations, assisting with fire-related investigations, and educating the public on fire safety practices.

MAJOR DUTIES

- Conducts inspections of residential, educational, institutional, commercial, hazardous and industrial properties to determine and enforce compliance with fire safety laws and ordinances.
- Reviews building and site plans for fire access and water supplies, and works with developers, architects, contractors, water purveyors and building officials to ensure code compliance.
- Inspects new and existing properties under construction for compliance with approved plans and fire protection specifications
- Performs technical inspections of building construction and testing of fire protection system elements.
- Issues permits governing hazardous materials, hazardous conditions and hazardous operations, inspecting for compliance with permit requirements.
- Investigates complaints of fire and life safety hazards.
- May assist in the determination of fire origin and cause investigation.
- Responds to emergencies in support of Fire District Operations.
- Maintains department records.
- Issues citations to the public for violation of laws, codes and regulations.
- Maintains current knowledge of fire codes and ordinances.
- Prepares educational and informational programs for presentation to the media, schools, local businesses, and the public.

- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Applicable federal, state, and local laws, rules, regulations, ordinances, codes, standards, and procedures relevant to fire inspection and investigation Federal, state, and local laws, codes, ordinances, and regulations related to fire prevention, suppression, investigation, and control.
- Ability to conduct detailed investigations, analyze findings, establish, maintain cooperative relations, and interact effectively with others while conducting code enforcement or related fire prevention duties.
- Principles, practices, and techniques of fire prevention and investigation, community risk reduction, code enforcement, inspection, and hazardous materials use, handling, storage, and disposal.
- Practices of researching fire prevention and risk reduction issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Geography of the county, location of water mains, fire hydrants and the location of major fire hazards in the county.
- Knowledge of county streets and geography.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

The Fire Marshall assigns work in terms of department goals and objectives. The supervisor reviews spot-checks completed work for compliance with procedures and the nature and propriety of the result.

GUIDELINES

Guidelines include county policies and procedures, applicable federal, state, and local laws, rules, regulations, ordinances, codes, standards, and procedures relevant to fire inspection and investigation Federal, state, and local laws, codes, ordinances, and regulations related to fire prevention, suppression, investigation, and control.

COMPLEXITY/SCOPE OF WORK

The work consists of enforcing fire ordinances and regulations, assisting with fire-related investigations, and educating the public on fire safety practices.

CONTACTS

- Contacts are with coworkers, other county employees, elected and appointed officials, vendors, EMS personnel, law enforcement personnel, local business owners, representatives of other local fire departments, and the public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is performed both in the field and in a standard office environment. This employee may be exposed to noise, machinery with moving parts, irritating chemicals, and a variety of potentially life-threatening situations. Work requires the use of protective devices such as masks, goggles, and gloves as well as a variety of specialized tools and equipment.
- The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution.
- Must have a current Firefighter Certification.
- Must have a current Inspector Certification and/or Fire Instructor.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- Ability to communicate in English and Spanish
- This position **is covered** under Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned has read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date