

Fire Inspector



Reports to: Fire Marshal
Supervises: N/A
Status: Full-Time, Part-Time & PRN
To Apply: Email interest to the Fire Chief at:
ddillard@monroefd.org
Accepted: Until Filled

General Definition of Work

This position serves as an assistant to the Fire Marshal of the Monroe Fire Protection District. In conjunction with State and local building officials enforces all aspects of the Fire and Life Safety Code as well as the Fire Protection Ordinance for the District. Serves as a fire investigator and public educator for the District.

Knowledge, Skills and Abilities

- Comprehension skills in policy manual and SOG's, state laws and local ordinances, case laws, and various technical manuals and reports
- Ability to read, analyze and interpret professional journals, technical procedures, and governmental regulations.
- Ability to write reports and business correspondence
- Ability to effectively present information and respond to questions from groups of employees, volunteers, and the general public.
- Ability to use a computer effectively in daily work, including a working knowledge of e-mail usage, Microsoft Word, Excel, and PowerPoint, as well as inspection reporting software
- Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals in order to calculate figures and amounts such as percentages, area, circumference, and volume
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists.
- Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram, or schedule form.
- Maintains knowledge of current fire ground tactics and operations, emergency incident procedures, and administration.

Position Responsibilities and Job Performance Requirements:

- Act as a point of contact for matters regarding code compliance
- May represent the department as a liaison with various external organizations, including technical review committees, code committees, building commissions, and related groups
- Conduct code compliance activities within the scope of the Fire Prevention Division, including:
 - Annual Fire and Life Safety Inspections of Class I structures within the Department's jurisdiction
 - Project consultation
 - Plan review
 - Framing, Electrical Rough-In, Above Ceiling, Final and other construction inspections

Fire Inspector

- Re-inspections of all types
- Facilitate code compliance by helping property owners and their tenants understand and address violations
- Report complex and/or sensitive code compliance issues to the Fire Marshal
- Maintain up-to-date records of the Class I occupancies within the Department's jurisdiction
- Ensure violations of the Building, Fire, Mechanical, NFPA, and other codes are documented completely and accurately
- Assist with the preparation and distribution of pre-plans for designated hazard buildings to the Department's fire companies
- May assist with fire origin and causation investigations at the direction of the Fire Marshal (see Fire Investigator job description for additional duties)
- Perform other administrative duties as directed by the Fire Marshal or Chief Officer of the Monroe Fire Protection District

Education and Experience

- High School diploma or GED.
- Experience in fire prevention, fire investigation, life safety education, and/or code compliance.
- ICS 100, 200, 700, 800
- Hazardous Materials Operation
- Fire Inspector I
- Fire Investigator I; preferred
- Working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

Physical Requirements

The individual will work in an office environment, handling daily paperwork, research, and computer data entry.

The position requires frequent travel and contact with the public while inspecting businesses with the District.

This position will also require the individual to work in many different and sometimes rapidly changing working environments, such as: outdoors in extreme cold or hot temperatures or dangerous weather, low-light areas, confined spaces, and unsafe buildings. The individual will be exposed to fire and smoke conditions and the hazards associated with these conditions. The individual may also be involved in the mitigation of emergencies and exposed to hostile conditions that could cause severe risk to life or serious injury.

The person serving in this position may be requested to respond to fires or other emergencies both during and after normal working hours.