Job Title: Fire Inspector II

Department: Fire

Immediate

Supervisor: Fire Marshal

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs annual occupancy inspections and inspections of residential and commercial fire protection systems to ensure compliance with applicable fire codes. Performs inspections for special events and conducts fire scene investigations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	M	Conducts annual fire code inspections of large and complex occupancies. Researches occupancy files for inspection/fire history, national standards, and International Fire and Building Codes to ensure compliance with city, state, and federal codes, standards, and ordinances. Conducts initial inspections of residential and commercial fire protection systems (new and modified), verifies field compliance with approved plans, conducts reinspections, final inspections, and operational acceptance testing. Conducts plan review, as required, for fire protection systems. Conducts inspections within established department policies.
2	M	Responsible for scheduling annual inspections on commercial fire protection systems, conducts training sessions to agency personnel and identifies proposed inspection procedure modifications. Responds to field inspection situations when requested.
3	M	Assists citizens, general contractors, fire protection contractors, and other agency personnel with code interpretations and information. Prepares written inspection documents and creates forms and checklists addressing significant issues for use by agency personnel.
4	L	Assists and instructs Fire Inspector I in code applications, interpretations, and office procedures.
5	L	Conducts inspections of special events and fire scene investigations.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License, International Code Council Fire Inspector I or National Fire Protection Association Fire Inspector I certification
Reading	Work requires the ability to read and interpret code related requirements in documents such as City codes, ordinances, adopted fire codes and standards, reports, plans and other documents. College level reading is required for technical materials.
Math	Work requires the ability to perform math calculations such as addition, subtraction, multiplication, division, algebra, fire flow, fire protection systems, plans, review occupancy load and egress locations determined by calculations and formulas including equations, geometry, algebra, powers, and volume measurements and hydraulic calculations.
Writing	Work requires the ability to write clearly organized documents, develop policies and procedures of plan review and other functions. Communicate the process plan submittal or review to design professional. Advanced technical writing skills necessary for code related communications.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice
	of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

	I			1	I
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☑ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	☒ File drawers☒ Equipment☐ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders □ Step stools ☑ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R ⊠ O □ F □ C	☑ On ladders ☑ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ☑ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continued) Machines, Tools, Equipment and Work Aids: Telephone, calculator, copier, fax machine, vehicle, head phones, stopwatch, flashlight, respirator, shovel, rake, knife. **Computer Equipment and Software:** Computer, printer, Microsoft Office, Navaline, Lotus Notes, Internet **Environmental Factors: Environmental Conditions** Never Seasonally Several Times Several Times Daily Per Month Per Week Extreme temperature |X|(heat, cold, extreme temp. changes from outside Wetness and/or humidity |X|(bodily discomfort from moisture) Respiratory hazards X (fumes, gases, chemicals, dust and dirt) Noise and vibration \times (sufficient to cause hearing loss) Physical hazards X (high voltage, dangerous machinery, aggressive prisoners, patients – not customers) **Health and Safety Conditions:** Health and Safety Conditions O = OccasionallyF = FrequentlyC = ConstantlyN = NeverR = RarelyNever Less than 1 1/3 or more of From 1/3 to 2/3 2/3 or more of occurs hour per week the time of the time the time Mechanical hazards X Chemical hazards X X Electrical hazards X Fire hazards \times Explosives X Communicable diseases Physical danger or abuse X Other (specify) **Primary Work Location:** ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood Centers **☒** Outdoors ☐ Other (Specify) **Protective Equipment Required:**

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Respirator, protective clothing, gloves, boots (ANSI approved), helmet or hard hat, safety glasses, reflective vest.

City of Goodyear, Arizona

Job Demands

Overall Strength Demands:

Overall Strength Demands				
Exerting up to 10 pounds occasionally or negligible weights from sitting most of the time.				
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		×		
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have	reviewed this jol	b analysis and its	s attachments	and find it to	be an accura	ate description	of the
deman	ds of this job.						

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.