APPLE VALLEY FIRE PROTECTION DISTRICT
JOB DESCRIPTION

INSPECTOR

Revision #1 Date: 05/08/2018

Approved By: 

Reports to: Fire Marshal

Supervisory Position: No PFA: No Safety: No FLSA Exempt: No

General Position Description

Under general direction, the Inspector is responsible for performing typical fire hazard
abatement tasks which include surveying for hazards, mailing abatement notices, prepa-
ring and reviewing abatement work issued to contractor, preparing and mailing in-
voices to property owners, preparing unpaid invoices for tax lien, and public contact to
address questions and complaints. Additional duties may include public education
presentations, office and reception work, and other related duties as required.

Principal Duties and Responsibilities

- The Inspector makes parcel by parcel inspections for fire hazards on vacant parcels
  and on the yards and easements of homes, and notates these hazards on a parcel
  map.

- Prepares notices to be mailed to property owners, abatement work issued to con-
tractor(s), and invoices mailed to property owners and contractor payment submis-
sion to Finance Officer

- Prepares resolution and documents to send unpaid invoices to San Bernardino
  County Recorder's office to assess on the tax rolls.

- Coordinates related activities with other local agencies.

- Maintains records and reports related to Community Risk Reduction Division pro-
grams.

- Participates in a variety of public education programs.

- Conducts fire safety inspections of other business properties as required.

- May issue notices to gain compliance with fire codes or ordinances.

- Participates within the Emergency Operations Center as required.

- Participates in District training as assigned.
• Represents the District's interest within community organizations as assigned.

• May assist with preparation of special projects.

• Performs other related duties as assigned.

**Minimum Qualifications**
As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**
Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.