

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, preparing and reviewing abatement work issued to contractor, preparing and mailing invoices 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.

Principle 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 contractor(s), and invoices mailed to property owners and contractor payment submission 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 programs.
- 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.

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- 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.