

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FIRE INSPECTOR I

Revision #1

Date: 05/08/2018

Approved By: *Signed Original on File*

Reports to: Fire Marshal

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

General Position Description

Under general direction, the Fire Inspector I performs a variety of public safety inspections of various types of buildings and properties. The Fire Inspector I reviews new construction building plans and fire protection system plans for compliance with fire and life safety standards; conducts field inspections of buildings and new construction and will also be responsible for enforcing various fire codes and local ordinances. Additional duties include fire origin and cause investigations, public education presentations, and other related duties as required.

Principle Duties and Responsibilities

- Participates in public education programs, advises public on general and specific fire and life safety matters, advises and assists in the formation of evacuation and emergency action plans for large public and private buildings. Additionally, he/she makes and maintains records and reports related to all activities.
- May be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections.
- Coordinates related activities with other local agencies.
- Maintains records and reports related to Community Risk Reduction Division programs.
- Reviews building construction and fire protection systems plans, confers with other concerned local agency departments to determine compliance with fire and life safety requirements; makes necessary contacts with developers, property owners, architects, engineers, and contractors; and follows through with related field inspections and tests.
- Performs origin and cause fire investigations in hazardous environments that may include heat, smoke, and water; and require walking through debris or hiking hills.
- Conducts interviews of children involved in fire play and coordinates appropriate discipline with school officials and parents.
- Participates in a variety of public education programs.

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- Conducts fire safety inspections of commercial, industrial, residential and other business properties.
- May issue notices and citations to gain compliance with fire codes or ordinances.
- Participates in District training drills 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 Safety Personnel Category I.