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## JOB DESCRIPTION

**Position:** Part-Time Fire Inspector  
**Supervisor:** Deputy Fire Marshal-Code Compliance & Investigation  
**Division:** Community Risk Reduction Division  
**FLSA Status:** Non-Exempt  
**Effective Date:** February 2018

This Job Description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Part-Time Fire Inspector position and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

### Position Summary:

The primary focus of the Part-Time Fire Inspector position is to conduct inspections of existing buildings and facilities to ensure and maintain compliance with fire and life safety codes and regulations within the District. The Fire Inspector conducts:

1. Inspections of existing buildings and occupancies to ensure and maintain compliance with fire and life safety codes and regulations;
2. Assistance with acceptance of inspections of new construction and fire/life safety systems;
3. Assistance with community risk reduction presentations and programs as needed.

### Immediate Supervisor:

The Part-Time Fire Inspector position reports to the Deputy Fire Marshal overseeing the Code Compliance & Investigation programs.

### Supervisory Responsibility:

There is no supervisory responsibility for this position.

### Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Part-Time Fire Inspector and should not be considered an all-inclusive list. The Part-Time Fire Inspector is expected to:

1. Ensure that individuals and entities comply with all federal, state and local laws, ordinances, regulations, applicable fire codes and nationally recognized standards related to fire and life safety and hazardous materials.
2. Conduct inspections of existing buildings and occupancies to ensure and maintain compliance with applicable fire and life safety codes and regulations.

3. Thoroughly document deficiencies and fire and life safety code/regulation violations and provide guidance to achieve code/regulation compliance.
4. Perform timely follow-up to seek voluntary compliance with fire and life safety codes and regulations, and resolve complaints related to code/regulation compliance.
5. Issue appropriate warnings and orders to comply in accordance with District policy and procedure when efforts to gain voluntary code/regulation compliance are not successful.
6. Direct and manage timely responses to internal and external customer inquiries and complaints.
7. Provide fire safety and code/regulation compliance education to building owners, property managers and the public.
8. Maintain detailed records of inspection activities including obtaining data, completing reports, conducting data entry using the District records management system, or through other documentation methods as necessary.
9. Maintain knowledge of current codes, regulations and nationally recognized standards, methods of fire control and changes in construction methods and materials, including but not limited to, attending pertinent conferences, seminars, schools, and meetings.
10. Demonstrate knowledge of, and compliance with, the District's rules, policies and procedures as they pertain to the Community Risk Reduction specifically and the District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Manual, and Standard Operating Guidelines.
11. Produce effective communications using written and oral communication skills.
12. Work closely in a professional manner with other jurisdictions and agencies in coordination of inspection processes.
13. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, District residents, other governmental agencies, and the community.
14. Work well in a progressive, team-oriented environment.
15. Provide excellent service to the community.
16. Have a positive attitude and be a self-starter.
17. Promote a positive, professional image of the District at all times.
18. Perform other related duties as assigned.

**Minimum Qualifications and Certification Requirements:**

1. Possess a high school diploma or G.E.D.
2. Possess and maintain a valid Colorado Driver's License, and acceptable driving record.
3. Possess and maintain International Code Council *IFC Fire Inspector I* certification.

### **Preferred Qualifications:**

1. Prior fire inspection and code compliance experience.
2. Possess and maintain State of Colorado Division of Fire Prevention and Control *Public School Fire Inspector I* certification.
3. Possess and maintain State of Colorado Division of Fire Prevention and Control *Fire Suppression Systems Inspector* certification.
4. Possess an Associate's degree in Fire Science.
5. Past operational firefighting experience.

### **Required Knowledge, Skills and Abilities:**

1. Thorough knowledge of modern fire prevention and suppression principles, procedures, techniques, and equipment, including the chemistry and behavior of fire.
2. Ability to comprehend and consistently and correctly interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes and nationally recognized standards.
3. Thorough knowledge of inspection processes including testing of fire and life safety systems.
4. Thorough knowledge of all federal, state and local laws, ordinances and regulations relating to fire and hazardous materials, and all applicable fire codes and nationally recognized standards.
5. Ability to effectively manage time and set priorities to achieve Community Risk Reduction Division benchmarks, goals, and objectives.
6. Ability to communicate effectively and express ideas clearly, both verbally and in writing.
7. Ability to present information effectively to citizens, contractors, and other District members.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
9. Ability to operate a personal computer and software, including but not limited to the District's records management system and Microsoft Office programs.
10. Ability to use independent judgment to solve problems.
11. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
12. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

### **Work Environment and Physical Requirements:**

This position requires work in a variety of locations and conditions, including office areas and fire scenes, in and around a wide variety of automotive, mechanical, chemical equipment and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.

2. Strenuous physical activity under extreme adverse conditions will be required occasionally.
3. Must pass the District's physical fitness requirements at time of hire and as required by the District's Member Handbook and Standard Operating Guidelines.
4. Must be able to lift, move and carry objects up to fifty (50) pounds frequently and up to one hundred (100) pounds occasionally.
5. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures.
7. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which may require the use of Personal Protection Equipment.
9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position will involve frequent periods of high physical, mental and/or emotional stress.