

**CLASS TITLE: FIRE SAFETY INSPECTOR II**

**Class Code: 02253600**

**Pay Grade: 23A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct comprehensive fire and life safety inspections and plan review for the purpose of ensuring compliance with fire and life safety standards and plan review in state and federal codes, laws, regulations, and policies for any situation within the jurisdiction of the Office of the State Fire Marshal; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior and may receive assignments with instructions from a Fire Safety Inspector of a higher grade; work is reviewed for results attained and for conformance to codes, laws, regulations, and policies.

**SUPERVISION EXERCISED:** Usually none; on occasion will assist a superior in the training of new staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct comprehensive fire and life safety inspections and plan review for the purpose of ensuring compliance with fire safety standards in state and federal codes, laws, regulations, and policies for any situation within the jurisdiction of the Office of the State Fire Marshal.

To conduct inspections for places of assembly, including nightclubs.

To investigate complaints regarding violations of established fire safety standards.

To issue citations for violations of the fire safety codes.

To prepare and submit written reports listing deficiencies and violations on all investigations.

To review substitute safety programs submitted by building owners in lieu of established standards, and to recommend approval or rejection of these plans.

To consult with and recommend to appropriate persons those improvements, alterations, modifications, and/or changes required to conform to established standards.

To evaluate hazardous conditions involving equipment, processes, and operations so that they are conducted and maintained in accordance with applicable codes and standard and all deficiencies are identified and documented.

To recognize the need for a permit, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.

To recognize the need for plan review so that the requirements for plan review are communicated in accordance with the policies of the jurisdiction.

To review building plans and blueprints to ensure conformity to the provisions of state and federal codes, laws, and regulations in the area of fire safety.

To evaluate and confirm that emergency planning and preparedness measures are in place and have been practiced in accordance with applicable codes.

To verify code compliance for storage, handling, and use of flammable and combustible liquids and gases in accordance with applicable codes.

To determine fire growth potential in a building or space to ensure compliance with applicable codes.

To review and evaluate construction documents to ensure compliance with applicable codes.

As required, to testify at hearings and in court as to the conformity of safety plans and buildings to the established fire safety standards.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A working knowledge of the practices, techniques, and principles of fire and life safety inspections and plan review in order to ensure compliance with fire and life safety standards; a working knowledge of the fire and life safety standards established in state and federal codes, laws,

regulations and policies; the ability to prepare written and verbal reports; the ability to establish and maintain effective working relationships with state, federal, local and private officials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from a senior high school; and

Experience: At least two (2) years of employment as a Fire Safety Inspector I. Candidates may substitute related Fire Department experience on a year-for-year basis for the required experience.

**SPECIAL REQUIREMENTS:** At the time of appointment and continually thereafter:

1. Must possess and maintain NFPA Certified Fire Inspector I certification or higher.
2. Must possess and maintain NFPA Certified Fire Plan Examiner certification or higher.
3. Must possess and maintain a valid motor vehicle operator's license.

Class Created: May 12, 2019