

**CLASS TITLE: FIRE SAFETY INSPECTOR IV**

**Class Code: 02253800**

**Pay Grade: 28A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior in the coordination and implementation of all phases of a program pertaining to fire and life safety inspections and plan review; to conduct fire and life safety inspections or plan review of all levels of difficulty for the purpose of ensuring compliance with fire safety standards in state and federal codes, laws, regulations, and policies for all situations within the jurisdiction of the Office of the State Fire Marshal, or when requested; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results attained and for conformance to codes, laws, regulations, and policies.

**SUPERVISION EXERCISED:** Assists a superior in coordinating the work of a staff engaged in a program of comprehensive fire and life safety inspections and plan review; leads and coaches Fire Safety Inspectors of a lower rank.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior in the coordination and implementation of all phases of a program pertaining to fire and life safety inspections and plan review.

To perform fire safety inspections and plan review of all levels of difficulty for the purpose of ensuring compliance with fire safety standards in state and federal codes, laws, regulations and policies for all situations within the jurisdiction of the Office of the State Fire Marshal, or when requested.

To assist a superior in coordinating the work of a staff engaged in a program of comprehensive fire and life safety inspections and plan review.

To lead and coach Fire Safety Inspectors of a lower rank, and to train and orient staff.

To conduct appropriate inspections throughout the state to determine if construction, use, occupancy, maintenance, etc. conform to established standards.

To investigate complaints regarding violations of established fire safety standards.

To issue citations for violations of the fire safety codes.

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 to 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 insure 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.

To prepare and submit pertinent written reports and to maintain such records as are necessary.

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

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** Advanced knowledge of the practices, techniques and principles of fire and life safety inspections and plan review to ensure compliance with fire standards; an advanced ability to perform and review the performance of these inspections and plan reviews; a thorough knowledge of the fire safety standards established in state and federal codes, laws, regulations, and policies; the ability to prepare complex written and verbal reports; the ability to establish and maintain effective working relationships with state, federal, local and private officials; the ability to coach and train staff engaged in fire safety inspection and plan review; 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 III. 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 II 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