FIRE INSPECTOR

POSITION SUMMARY

Responsible for enforcing fire codes, fire suppression and emergency response, including hazardous material incidents and technical rescue, public fire education, assisting with the department training program and equipment maintenance. Participates in "on call" and night duty rotation and may serve as officer in charge.

RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse. Work requires the direct application of a variety of policies, procedures, and/or precedents.
- Performs inspections of public, commercial and multi-family facilities to ensure compliance with fire codes.
- Responds to fire safety complaints from the public and implements corrective action if required.
- Assists with the delivery of fire safety programs for area schools, community organizations and businesses.
- Participates with the delivery of public service announcements and other communication initiatives regarding fire safety.
- Updates fire code compliance files and records.
- Participates in training of Fire Department personnel.
- Performs fire-fighting duties; responds to fire emergencies and participates in night duty rotation and assist in fire investigation.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities: (position requirements at entry):

- Using a variety of office equipment and related applications;
- The ability to communicate effectively both verbally and in writing.
- Knowledge of firefighting standards, practices strategies, tactics and equipment.
- Perform fire inspections;
- Conduct fire prevention activities and programs;
- Supervise personnel under extreme stress at an emergency scene;
- Knowledgeable in education methodology;
- Ability to read and interpret schematic diagrams and blueprints;
- Maintain accurate files and records;
- Knowledge of interviewing and investigative techniques;
- Ability to use a variety of office equipment and related applications;

Judgment/Decision Making:

- Performs duties within the scope of general City policies, procedures and objectives.
- Analyzes problems and performs needs assessment. Uses judgment in adapting broad guidelines to achieve desired result.

- Regularly exercises independent judgment within accepted practices. Errors in judgment could potentially result in inaccurate reports, incomplete or misleading information, unsound recommendations, or incorrect decisions.
- Recommends policy, procedure and practice changes and/or refers any exceptions to policy and procedure to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May supervise a section within the department; includes some human resources responsibilities for direct reports.
- Confers with appropriate higher ranking officer about human resources and operational issues.

Relation to Others:

- Regular and substantial contact with the public; discussions usually relate to interpretation of policies and/or programs.
- Assesses and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.
- Communication may require small group presentations, may assist with media inquiries per policy/supervisor request.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.) and three years of firefighting experience Completion of basic course work related to fire inspection principals from nationally recognized curriculum such as the National Fire Academy, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Drivers License
- Certification as a North Dakota Firefighter II or equivalent nationally recognized certification Pro Board or IFSAC;
- ICS 100, 200, IS 700 & 800 Certification;
- ICS 300 & 400 preferred
- BLS provider CPR and AED;
- Hazardous Materials Operations level certification.
- Obtain and maintain ICC Inspector I certification within two years.

FIRE INSPECTOR

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, and seeing. May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel. Work is performed in an ever changing and atypical environment related to emergency and hazardous materials services.
- Work involves episodes of strenuous activity and exposure to hazardous materials and a possibility of loss of life as a result of dealing with hazardous materials.

Classification: Grade FD-2
FLSA: Non-Exempt
Created and updated to new format: 7/20/2012
Approved by CSC: 07/30/2012
Commission Approved reclassification from Class III, Grade 5 to Class IV, Grade 6: 5/20/2013
Update: By Chief Sivak and HR Coordinator Nameniuk 7/18/19: by Chief Presnell, Fire Marshal Selle, HR Nameniuk 09/24/2020, HR Torgerson 6/24/22. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.