SENIOR FIRE INSPECTOR

POSITION SUMMARY

Responsible for enforcing fire codes, assists with reviewing plans and specifications for buildings and fire protection systems, 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.
- Assists in technical assistance with field inspections
- Responds to fire safety complaints from the public and implements corrective action if required.
- Assists with the delivery and coordination 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; may perform officer in charge duties and assist in fire investigation.
- Assists with reviewing plans and specifications for buildings and fire protection systems.
- Performs other duties of a similar nature or level as required.

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

- Perform fire inspections;
- Apply fire suppression techniques;
- Use fire suppression equipment;
- Assists Fire Marshal with 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;

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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.)
- Completion of basic course work related to fire inspection principals from nationally recognized curriculum such as the National Fire Academy. Bachelor's degree preferred.
- Six years of experience in the fire service. Three of those years' experience as a Fire Inspector with the Dickinson Fire Department Fire Prevention Bureau.
- 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 Driver's License
- All of the requirements of a Fire Inspector:
  - Certification as a North Dakota Firefighter II or equivalent nationally recognized certification;
  - IS 700 and ICS 100, 200, 300 & 400 Certification
  - Professional Rescuer CPR and First Aid;

- Hazardous Materials Operations level certification.
- Success completion of the requirement outlined on the Senior Fire Inspector Request Form.

WORKING CONDITIONS

Environment:

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- 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.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

Classification: Grade FD-3
FLSA: Non-Exempt
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