



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Fire Inspector</b>	<b>Job Code:</b>
<b>Reports to: Building Official</b>	<b>FLSA Status:</b>
<b>Department: Development Services</b>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The purpose of this classification is to administer one or more specialized assignment areas. The person in this classification ultimately reports to the Building Official.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Conducts inspections of residential, education, institutional, commercial, hazardous, and industrial properties to determine and enforce compliance with fire safety laws, codes, ordinances, regulations, and standards.

Reviews building and site plans for fire access and water supplies and works with developers, architects, engineers, contractors, water purveyors, and building officials to ensure code compliance.

Inspects new and existing properties under construction for compliance with approved plans and fire protection specifications.

Performs technical inspections of building construction and testing of fire protection system elements.

Investigates complaints of fire and life safety hazards.

Prepares written correspondence and reports and issues written orders to eliminate fire hazards.

Meets with, informs, instructs, and educates members of the business community and the public on the hazards of fires and fire safety practices.

Researches, interprets and applies fire prevention laws and ordinances.



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Writes letters, reports, and maintains necessary records.

Issues citations to the public for violations of laws, codes, and regulations and ensures compliance with fire protection systems.

Investigates complaints related to immediate life safety hazards; complete all reports pertaining to complaints and findings; communicate findings with building occupants, determine a plan of corrective action, and conduct follow-up inspections; conduct research to assess the history of similar violations by the occupant; issues notice of orders and citations and provides court testimony as necessary.

Participates in public education programs.

Follows general and position-specific safety regulations and procedures; identifies, corrects, and reports safety hazards.

Performs emergency or disaster-related duties as assigned.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High School diploma and three (3) years of experience as a firefighter or fire inspector; or an equivalent combination of education and experience; ability to readily obtain fire inspector I certification within the first year of employment.

Ongoing maintenance of certification(s) is required.

Valid Georgia Driver's license.

### **SPECIAL QUALIFICATIONS**

Ability to work effectively with others.

Knowledge of modern fire prevention principles, procedures, techniques, and equipment.



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Knowledge of, and experience in, the application and interpretation of fire codes and standards.

Knowledge of, and experience in, the application of life safety codes.

Ability to provide leadership within the department and in the community.

Ability to communicate effectively, orally and in writing.

Use computers, PC tablets, smartphones, various software programs, email, and internet-based tools to conduct research, generate correspondence, create and retrieve reports, manage data input, communicate, organize, and maintain activities.

Establish and maintain good public relations, including good customer service.

Work independently daily to coordinate, schedule, and complete inspections within an assigned area.

Complete a six (6) month probationary period.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

#### **Human Interaction:**

Requires the capacity to act as a first line supervisor, including overseeing work, acting on employee problems, and assigning the work of others.

#### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.



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### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.



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### **ADA COMPLIANCE**

#### **Physical Ability:**

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50 pounds).

#### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **Environmental Factors:**

Work is performed both in the field and in a standard office environment. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.