



City of Casa Grande

Fire Inspector

GENERAL PURPOSE: Under general supervision, performs inspections of buildings and construction projects for compliance with fire and life-safety protection aspects of codes and regulations, performs fire prevention inspections and investigations, and reviews proposed construction plans for compliance with fire and life-safety protection aspects of building and construction codes and municipal regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Examines plans and conducts inspections for compliance with fire and life-safety related codes and standards; makes corrections or requires corrections to be made so that plans and practices will conform to regulations.
- Tests fire protection systems, underground fire lines, emergency access points; conducts investigations of structural fires, including evidence collection and witness interviews.
- Consults with architects, engineers, designers, contractors and homeowners concerning deficiencies with fire and life-safety related requirements; interprets, applies and explains codes and regulations; resolves problems that arise due to code or structural design.
- Receives inspection requests, reviews permits and schedules and performs inspections.
- Inspects existing structures and new construction; approves work conforming to codes and regulations; requires corrections to be made when deficiencies are discovered.
- Maintains records and files associated with plan review and inspection process, problems and permits; prepares periodic reports and conducts surveys as required.
- Provides customer service; answers questions and concerns related to codes and requirements.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority; assists with public education programs.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: There are generally no supervisory responsibilities for employees of this classification.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Fire Science or related field required, Bachelor's Degree preferred, three (3) years of experience in a fire service related field (firefighter, fire inspector, fire investigator, etc.), plan review or other related experience, and a working knowledge of building construction, materials, codes and usage of laws relating to fire and life-safety aspects of plan review and building inspection. Additionally, this position requires a current International Code Council Fire Inspector I and Fire Inspector II certification.

Knowledge of;

- City policies and procedures.
- Principles and practices of fire inspection and fire prevention.
- Principles and practices of the construction industry and building trades, and specifically of the fire and life-safety aspects of plan review and building inspection.
- Federal, state and local fire, building, zoning, housing and safety laws, rules ordinances, codes and regulations.
- Structural principles and practices applicable to residential and commercial buildings.
- Building construction methods and materials.
- Principles of record keeping and records management.

Skill in;

- Establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Operating a personal computer utilizing a variety of business software.

Ability to;

- Read and interpret complex plans and specifications, and communicate technical requirements to architects, engineers, contractors, developers and the general public
- Interpret and apply statutes, rules, ordinances, codes and regulations
- Plan, prioritize and schedule multiple tasks, projects and demands.
- Assess, analyze, identify and recommend solutions to problems.
- Follow and effectively communicate verbal and written instructions.

Special Requirements: Must be able to obtain International Association of Arson Investigators I-IV Course or equivalent; depending on the needs of the City, some incumbents in this job class may be required to obtain additional technical certifications such as appropriate International Council of Building Officials (ICBO) certification.

Physical Demands / Work Environment: Work is performed outdoors, on construction sites and in a standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.