

---

**Section: 1.5.6      Position Description:    Fire Inspector**

Effective Date:      01/01/2007

Reports To: Fire Marshal

Revision Date:      04/22/2010

Approved by: SMFD Board

---

**OBJECTIVE**

Performs Fire Prevention activities including; plan reviews, inspections, re-inspections, public fire education and training, and fire investigations. Conducts pre-fire planning, emergency planning, and evaluates water supply for fire protection. May perform some of the duties of the Fire Marshal in their absence.

**ESSENTIAL JOB FUNCTIONS**

1. Performs initial inspections of new buildings, periodic inspections of existing buildings, and re-inspections. Enforces the SMFD Fire Prevention Code and assists in maintaining inspection forms, correction orders and related reports.
2. Follows up on violations and hazards found during inspections to assure proper compliance.
3. As contracted with the State Fire Marshal's Office, performs inspections of public schools. Assist State Fire Marshal's office with inspection of daycare centers, hotel/motels, and care facilities.
4. Reviews plans received from the Community Development Dept. and developers, for compliance with fire code and makes recommendations regarding fire and life safety.
5. Assist with the final testing of fire protection systems.
6. Develops, directs, and assists with public education programs to prevent fires and injury, and to instill proper reaction in an emergency. Partners with community businesses and groups to develop safety advocates. Prepares news releases relating to fire safety awareness.
7. Directs and assists in fire/arson investigation. Coordinates the fire investigation with the Police Investigation Division and other organizations, including State Fire Marshal's Office and the Bureau of Alcohol Tobacco and Firearms (ATF). Assists the Police Investigation Division with the follow-up of arson cases.
8. Develops and implements arson prevention programs.
9. In absence of the Fire Marshal may be given control over certain fire ground operations in order to insure proper control of the scene and/or to insure preservation of physical evidence.
10. Reviews and completes when necessary, fire incident reports, so that they may be properly submitted to the State Fire Marshal. Assists with completion of statistical data that reflects the cities of WSP and SSP for fire trends and inspection issues.
11. Develops and conducts training for department personnel in code enforcement, public education, fire protection, fire investigation as assigned.
12. Serves as firefighter will all duties/qualifications listed under firefighter.
13. Maintains necessary records and reports
14. Performs duties and assumes other responsibilities as delegated.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of modern fire prevention/investigation methods
2. Knowledge of state and local laws and regulations relating to fire hazards and arson.
3. Ability to read blueprints to determine compliance with fire codes.
4. Ability to speak to groups of people.
5. Ability to make and keep accurate records.
6. Ability to maintain effective relationships with co-workers and public.
7. Ability to be courteous and respectful with co-workers and public.
8. Completion of Section 1.5.3 requirements

**QUALIFICATIONS**

Minimum:

1. All qualifications of the position of a SMFD Firefighter as outlined by Section 1.5.7.
2. Minimum of three years experience as a Firefighter **at time of application.**

---

**Section: 1.5.6      Position Description: Fire Inspector**

Effective Date: 01/01/2007

Reports To: Fire Marshal

Revision Date: 04/22/2010

Approved by: SMFD Board

---

Desired:

1. Associates Degree in Fire Protection
2. Fire Inspector Certification
3. Successful completion of, 24 credits from an accredited educational institution of fire prevention course work focused upon inspection, prevention, systems design, fire investigation, and business communication.

The South Metro Fire Department does not discriminate on the basis of disability in the admission to, or treatment, or employment in, its services, programs, or activities.

---

Fire Chief

---

Date