

# Hurricane Fire & Rescue Hurricane, WV

## Job Description

<b>Position</b>
<b>Description Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

Fire Inspector
800.207
March 1, 2007
April 7, 2007
3

### SUMMARY

Inspects buildings, structural installations and other facilities and equipment to detect fire hazards and ensure and enforce compliance with local ordinances and state law by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following which may not be assigned.

- Perform fire inspections of new and existing structures and facilities; those which have been destroyed or damaged by fire of known or unknown cause or with basic complaints received.
  - Inspects buildings, structures, contractors to identify potential problems or violations; issues necessary modifications and/or changes required. Ensures corrective action is taken in assigned area.
  - Inspects buildings and facilities under construction, alteration and/or repair for compliance with applicable code requirements and for safe application of construction practices in assigned area.
  - Advises builder/owner of violations; initiates appropriate action to bring installations into compliance
  - Order removal or modification of equipment as required.
  - Follows appropriate departmental procedures to ensure enforcement and corrective action taken in assigned area.
  - Receives and investigates complaints related to fire hazard or code violations, makes recommendations.
  - Issues notifications.
  - Conducts re-inspections.
  - Investigates extinguished fires to determine cause and origin; if accidental, makes recommendations to prevent reoccurrence.
  - May conduct arson investigation with State Fire Marshal's Office and local law enforcement personnel.
  - Conducts on-going safety awareness program.
  - Gives speeches, makes presentations to community, business, private, and public groups or associations.
  - May participate in in-service training programs for topics related to assigned area.

Reserved for Future Use

- Coordinates inspection and investigative activities with Fire Marshal and other departmental or Hurricane personnel to ensure efficient operation of assigned function.
- Maintains appropriate departmental guidelines, accepted record keeping practices and legal requirements.
- Attends and participates in meetings, seminars, workshops, hearings, and/or court proceedings related to assigned area.
- Operates assigned equipment and vehicles safely and efficiently.
- May perform routine maintenance.
- Reports malfunctions or required repairs to appropriate department.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must possess a current State of West Virginia Deputy Assistant State Fire Marshal Certification and a valid West Virginia Drivers License, which allows for the operation of Hurricane Fire & Rescue vehicles.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and high, precarious places. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate. Work in potentially infectious disease environments.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.