

# **NORTHSHORE FIRE DEPARTMENT**

## **JOB DESCRIPTION**

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<b>Title:</b>	Fire Inspector / PIO	<b>Number:</b>	2430-A9
<b>Division:</b>	Fire Prevention	<b>Effective Date:</b>	August 13, 2013
<b>FLSA Class:</b>	Non-Exempt	<b>Approved By:</b>	Chief Torpin

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### **JOB DESCRIPTION SUMMARY**

Under the direction of the Fire Marshal, the Fire Prevention Specialist performs and coordinates fire prevention activities conducted by the District including: fire code inspection/enforcement, public education, permit issuance, training of District personnel in the relevant areas of fire prevention, and serves as the District's Public Information Officer (PIO). The Fire Prevention Specialist organizes and coordinates community events, public education programs, and fire prevention tasks. Duties include working collaboratively with District staff to accomplish Fire Prevention Division objectives. Additional duties may include reception and phone coverage and other clerical duties as assigned. Responsibilities have a major impact on the protection of life and property and the success of the Fire Prevention Division.

The majority of work is performed in an office environment with trips to locations in the surrounding community for the purpose of performing inspections, investigating complaints, emergency scenes, and public education activities.

### **ESSENTIAL FUNCTIONS**

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

Perform or assist the Fire Marshal with the inspection of identified buildings and structures, including new construction in the District for fire prevention purposes. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.

Assist the Fire Marshal and work with cities in the investigation of complaints relating to alleged violations of fire prevention laws and ordinances and of reported conditions alleging potential fire hazards.

Provide support to the Fire Marshal during a fire investigation, the preparation of reports and the collection and analysis of data related to fires in the District.

Perform field verifications of pre-incident planning of commercial buildings and update Suppression staff of changes as necessary.

Coordinate and assist in the development of Fire Prevention's public education programs and community emergency preparedness activities to civic groups, schools, employee groups, and citizens. Prepare and/or assemble necessary materials, power point presentations, information packets, and public education displays at community events, businesses and schools.

Plan, organize, promote, schedule and present public education programs for civic groups, schools, employee groups, and citizens to educate and motivate citizens to become involved in public safety practices. Develop, evaluate, and update lesson plans for public education. Maintain inventory of public education materials.

Maintain positive working relationships with vendors, prepare permits, process Fire Prevention Division invoices, and monitor and reconcile outstanding invoices.

Assist the Fire Marshal with the development and maintenance of permanent records related to fire prevention activities including but not limited to: inspections made, condition corrected, citizen complaints, special hazards, the cause of fires to which the District responds, the owner and occupant of the property involved, and loss of such property and other information considered necessary.

Provide fire prevention content training to District personnel.

Provide support in the development, planning and implementation of Fire Prevention Division goals and objectives to maintain program effectiveness; recommend and implement approved policies, procedures and ordinances or revisions as necessary.

Assist the Fire Marshal and others as assigned with administrative functions and special research.

Submit monthly, quarterly, and annual reports to the Fire Marshal summarizing fire prevention operations.

Make presentations before the Board of Fire Commissioners, city councils, commissions, boards and committees on fire prevention matters, as necessary.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

- Pertinent Federal, State and local codes, laws, and regulations;
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, Access, and Adobe;
- Working knowledge of modern administrative office procedures, methods and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity.

#### **Skill in:**

- Strong organizational, problem-solving and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

#### **Ability to:**

- Maintain and establish effective and cooperative working relationships with District employees, citizens and public officials and to work effectively in a team environment;

- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Conduct oneself in a professional manner as defined by District policy;
- Maintain confidentiality;
- Work independently with a high degree of reliability and productivity;
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service;
- Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, safety rules and governmental regulations;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Prepare and present information to diverse audiences in press releases and on-camera interviews in an accurate and understandable manner;
- Perform research, organize and present findings;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Identify personal opportunities for growth and learning; ability to assume responsibility for continuous professional knowledge and skills.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities

### **EDUCATION/EXPERIENCE**

#### **Required:**

High school diploma or equivalent AND at least five (5) years fire service experience OR equivalent education/experience.

#### **Preferred:**

Associate Degree in Fire Science or related field.

Experience working in Fire Prevention.

### **CERTIFICATES AND LICENSES**

- A valid Washington State Driver's License is required.
- International Code Council or IFSAC Fire Inspector I certification and ability to obtain Inspector II certification within two years of hire.
- NIMS certifications (as determined by the Fire Chief) are required within 90 days of hire.

### **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.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires manual dexterity and visual acuity to operate a

personal computer, standard office equipment, and during inspections. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

### **WORK ENVIROMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area will encompass a wide variety of settings including: administrative duties in an office setting; occasionally works outside, in and around structures that may be hazardous and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

### **SPECIAL REQUIREMENTS**

- Ability to pass a pre-employment drug screening examination and any subsequent testing.
- Ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.