



# CANBY FIRE DISTRICT

## FIRE INSPECTOR Job Description

<b>DIVISION:</b>	<b>Community Risk Reduction</b>
<b>SUPERVISOR:</b>	<b>Chief of Community Risk Reduction</b>
<b>SALARY / ANNUAL WAGE</b>	<b>Salary / \$78,500 - \$101,000</b>
<b>CIVIL SERVICE STATUS:</b>	<b>YES</b>
<b>PERS STATUS:</b>	<b>YES</b>
<b>BARGAINING UNIT:</b>	<b>NO</b>
<b>REVISION DATE:</b>	<b>1/15/2025</b>

### PRIMARY EMPLOYMENT RESPONSIBILITY

Responsible for fire inspections, code enforcement, fire investigations, public education, plans review, and fire flow and access.

### EMPLOYMENT SCOPE

The Fire Inspector is a non-represented position responsible for inspection, pre-fire plan review, public education as assigned, fire investigation, report writing, and compliance documentation. Involves extensive contact with others inside and outside the Canby Fire District in the performance of essential functions. This position is under the supervision of the Chief in charge of Community Risk Reduction at Canby Fire within the chain of command. The Inspector position has a significant impact upon the community and will diligently strive to ensure the safest environment possible for everyone through performing inspections, training, education, and investigations.

### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities listed:

- Inspection of commercial and industrial properties, single and multifamily residential, skilled nursing facilities, schools, public assemblies, day care facilities, medical facilities, and similar buildings for fire hazards as well as the efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and for general compliance with fire prevention codes, laws, and regulations.
- Expected to promote good public relations and communicate effectively with the customer.
- Must be able to develop relationships with department staff, elected officials, area organizations, and community members.

- Works efficiently as a team member and coordinates annual care facility, schools, and high hazard occupancy inspections for the fire district.
- Works efficiently as an individual.
- Delivers fire and life safety education programs to the community when requested.
- Represents the District at various code enforcement and new construction meetings.
- Responsible for review and addition of pre-fire plans used.
- Smoke detector installation for the residential smoke detector plan is required.
- Presents and explains findings with occupants and owners and may require corrective action.
- Keeps records, prepares inspection reports, investigation reports, and makes recommendations to supervisors.
- Schedules follow up inspections to verify that deficiencies have been corrected.
- Responds to concerns about fire and life safety systems, fire hazards, and other prevention related inquiries.
- Participates in public education activities.
- May be assigned to work with any public education group.
- Inspects storage and use of explosive and flammable materials.
- Assists in conducting District wide fire prevention programs for civic clubs, schools, senior centers, and any other group.
- Represents the District in meetings pertaining to fire prevention and investigation.
- Works with juvenile fire setters for prevention and intervention.
- Attends conferences and schools to keep current on new developments and techniques related to laws, regulations, fire investigation, new construction, inspection procedures, and other related subjects to maintain necessary certifications.
- Conducts fire cause and determination as assigned.
- Will be on call and required to work after hours for investigation or special circumstances.
- Utilizes current Oregon Fire Code Standards for interpretation.
- Plans review for fire and life safety codes and witness acceptance tests.
- Ensures all needed continuing education for recertification deadlines.

### **MINIMUM JOB QUALIFICATIONS**

- Valid driver's license and acceptable driving record
- Must possess a High School Diploma, G.E.D., or equivalent
- ICC Fire Inspector I
- Pass a background check, psychological evaluation, and NFPA 1582 physical

### **PREFERRED JOB QUALIFICATIONS**

- NFPA, ICC or DPSST Fire Inspector II at 12 months of employment
- OSFM Access and Water Supply at 6 months of employment
- International Code Council (ICC) Fire Inspector Level II Certification
- Two years experience and/or training in any type of inspections, investigations or fire service
- ICC Plans Examiner
- NFPA Fire Investigator
- NFPA Fire Inspector I
- NFPA Fire Instructor I
- NFPA Fire Inspector II & III
- NFPA Public Fire & Life Safety Educator I, II & III
- NFPA or DPSST Juvenile Fire Setter Intervention Specialist
- Oregon Fire & Life Safety Specialist I Competency Recognition
- Oregon Core Curriculum Requirements for Levels 2-4
- National and International Certification Requirements
- Bilingual
- Associates degree **OR** two years of engine company inspection experience
- Bachelor's degree in Fire Service or Fire Prevention or related field

### **WORKING CONDITIONS\***

Positions in this job class involve working in an office setting and the field, exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential functions of the position. Requires frequent travel throughout the District. May require working long hours. See Chart A for details.

\*Reminder that the candidate must pass a background check, psychological evaluation, and NFPA 1582 physical and if hired must complete a probationary period of initial employment.

**Physical Requirements and Potential Hazards:**

**CHART A:**

The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting				X	
Walking				X	
Standing				X	
Running	X				
Bending or Twisting				X	
Squatting or Kneeling				X	
Reaching Above Shoulder Level			X		
Climbing (i.e., ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles		X			
Using foot controls			X		
Repetitive motion of hands and/or fingers			X		
Grasping with hand(s), gripping			X		
Lifting/carrying 10-15 pounds			X		
Lifting/carrying 26-50 pounds			X		
Carrying more than 50 pounds			X		
Pushing/pulling			X		
Work in or exposure to inclement weather			X		
Work in or exposure to cold weather			X		
Exposure to dust, chemicals and/or fumes			X		
Use of hazardous equipment			X		
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (i.e., typed material)				X	
Distinguishing colors			X		
Hearing conversations and/or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech					X
Communicating by writing and reading					X
Distinguishing odors by smell			X		
Exposure to aggressive/angry people			X		
Respiratory protection needs				X	
Exposure to work in confined spaces			X		