



CITY OF ALBANY FIRE INSPECTOR

Under general supervision, inspects for fire and life safety hazards and enforces all applicable codes, regulations, and ordinances for the prevention of fire; protects life and property against fire and panic; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Fire Chief. Exercises no supervision of staff.

Class Characteristics

Positions in this class perform a variety of responsible, technical, and specialized work in the fields of fire safety and prevention inspections, hazardous materials disclosure and inspection, engineering and code enforcement including nuisance, and weed abatement.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes responsibility for a wide variety of fire prevention activities of the Department.
- Inspects commercial and industrial buildings, schools, other related structures, and facilities for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, hazardous processes, public assemblies, and general compliance with fire code provisions.
- Issues correction notices and fire and life safety violations.
- Conducts follow-up inspections to insure corrections have been made.
- Conducts hazardous materials inspections, issues hazardous materials permits and researches technical resources concerning hazardous materials.
- Issues permits for public assemblies and all occupancies listed in the fire and building code.
- Investigates complaints from private citizens and other City departments relating to fire and safety hazards.
- Assists in preparing public education programs and participates in fire safety training throughout the City involving structures and open areas.
- Speaks before school groups and other organizations on fire prevention matters.
- Assists with the hydrant inspection program.
- Assists with storm water runoff inspections.
- Assists with weed abatement program, as necessary.
- Assists with plan review for residential and commercial occupancies.
- Communicates with supervising Fire Officers to ensure fire prevention and inspection program status are regularly communicated.
- Assists with staffing the City of Albany Emergency Operations Center.
- Assists in inspections with the City's Community Development Department to ensure compliance with fire safety codes, regulations, and sound fire prevention practices.
- Reports violations of laws, ordinances, and safety standards to the Fire Marshal or Fire Chief.
- Maintains required records and prepares reports.
- Assists the Fire Chief in reviewing existing fire prevention policies and regulations, and recommends new fire prevention ordinances and revisions to existing ordinances.
- Identifies hazardous occupancies within the City and collaborates with appropriate agencies to mitigate the hazards.

- Performs related duties as assigned.

Knowledge of:

- Principles, systems, procedures, practices, and methods employed in fire prevention, inspection, and investigation.
- Local, state, and national codes and laws that are related to fire prevention.
- Operation and capabilities of different types of fire department apparatus and the ability to apply this knowledge to fire prevention situations.
- Building materials and construction and the principals of heat travel and combustion.
- Fire fighting methods and equipment.
- Fire engineering principles and the systems and equipment used in detecting and suppressing fires.
- Water systems and roadways.
- The Incident Command System.
- Rules and regulations of the Fire Department.
- Geography and major target hazards in the City.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Make independent decisions in emergent and non-emergent situations based on applicable codes and established procedures.
- Investigate complaints, make recommendations or corrections, write letters or citations, and monitor cases until they are closed.
- Work with other city and state agencies in making inspections and assisting them with investigations, as necessary.
- Conduct inspections of a variety of facilities.
- Be firm, yet tactful, in enforcing compliance with plans, specifications, ordinances, and codes.
- Understand, explain, and apply policies and procedures.
- Conduct educational programs and respond to a variety of questions relating to fire prevention.
- Analyze fire protection problems and develop objective solutions by applying innovative approaches to problem solving.
- Conduct research related to codes, regulations, and laws and make effective recommendations.
- Function in assigned roles in the Emergency Operations Center.
- Work with a minimum of supervision in an efficient, well-organized manner to meet deadlines.
- Prepare clear and concise reports.
- Continue to pursue education necessary to remain current with all aspects of the position.
- Meet the physical standards established by the City.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade, including two years of Fire Safety Inspector or Building Inspector experience, or the equivalent, preferably with a municipal agency.

Licenses and Certifications

Valid California Driver's License.
Fire Prevention Classes, as required.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer, telephones, calculators, copiers, and FAX; frequently required to climb, crouch, kneel, sit, and talk; climb ladders or steps to reach objects; hearing and speech to communicate in person and over the telephone; normal manual dexterity and eye-hand coordination; bend or stoop repeatedly or continually over time; use stomach and lower back muscles to support the body; stand or walk for extended periods of time with the inability to rest at will; use arms above shoulder level; occasionally crawls through small spaces; uses common hand tools; uses sight including color vision, depth perception, and peripheral vision in order to match colors of wiring systems and color-coded valves and piping; relies on senses of sight/hearing/smell/touch to help determine nature of fire cause. Persons in this classification require the ability to lift up to 50 pounds as well as pass a physical exam; may work at heights in excess of 12 feet; operate an automobile when performing fire prevention inspections or when responding to emergency situations/incidents.

Environmental Elements

Employees performs inspections and other activities on all types of terrain in a variety of weather conditions; walks over rough, uneven, or rocky surfaces; tolerates hot and cold temperatures; works at heights greater than ten feet; hears alarms and other auditory warning devices; works in small, cramped areas; maintain personal safety, and make critical decisions. When not performing duties in the field, employees work in an indoor office setting and enter data into a terminal, PC, or keyboard device; produces written documents using proper grammar, punctuation, and spelling; uses graphic instructions, blueprints, and layouts when checking for code compliance; and sits for extended periods of time with the ability to move at will.

Special Requirements

Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime.