



South Adams County Fire Department Job Description

FIRE INSPECTOR/INVESTIGATOR

Position: Fire Inspector/Investigator
Supervisor: Fire Prevention Lieutenant
Division: Fire Prevention
FLSA Status: Non-exempt
Effective Date: July 2023

This Job Description is established by the South Adams County Fire Department to outline the basic requirements, duties, and general responsibilities of the Fire Inspector/Investigation and is written to complement the Department's Policy Manual and Standard Operating Guidelines.

****This position holds a probationary status of 12 months from the date of hire****

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The position is responsible for inspections of both new/existing buildings, private water supply systems, and fire protection systems; witnessing various tests required for fire protection equipment, and private water supplies, and verifying proper operation and compliance with applicable codes and standards conducts comprehensive fire investigations; prepares necessary correspondence, reports, and records; responds to fire emergencies as directed; processes complaints; conducts and participates in public education and public relations programs; performs other related duties as directed.

Immediate Supervisor:

The Fire Inspector/Investigator reports directly to the Fire Prevention Lieutenant.

Supervisory Responsibility:

None

Essential Functions:

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.

Primary Duties and Responsibilities:

The following duties are an overview of the essential duties and responsibilities of the Fire Inspector/Investigator and should not be considered an all-inclusive list.

1. Knowledge of the Department's rules, policies, and procedures, including but not limited to the rules, policies and procedures contained in the Department's Policy Manual and Standard Operating Guidelines.
2. Schedule and perform inspections on existing businesses, construction projects, private water supply systems, fire protection systems, hazardous material processes, special events, and operational permits.
3. Document and track information relating to the inspection program.
4. Answer questions from the public specific to fire and life safety topics.
5. Assist with the establishment of target hazard priorities.
6. Assist Operations personnel with company pre-plan responsibilities.
7. Teach and assist in fire and life safety public education activities as directed.
8. Assist individuals, businesses, and contractors in understanding the requirements of, and complying with, the applicable fire code and nationally recognized standards.
9. Assist with actions to enforce compliance where voluntary compliance is not achieved.
10. Develop and maintain positive, effective working relationships with Department employees, volunteers, reserves, other governmental agencies, and the community.
11. Maintain positive and constructive written and oral communication skills at all times.
12. Work well in a progressive team-oriented environment with a positive attitude and be a self-starter.
13. Promote a positive, professional image of the Department always.

14. Conduct fire investigations and serves as an "on call" fire investigator who is available 24 hours a day during the duty shift. While in on-call status, always carry a phone, and be able to respond within 45 minutes to an incident/situation requiring fire investigator duties.

15. Perform such other duties as directed.

Minimum Qualifications and Certification Requirements:

The Fire Inspector/Investigator shall have the minimum qualifications or shall obtain within six months of hire.

1. Possess a high school diploma or G.E.D.
2. Possess and maintain a valid Colorado driver's license, and acceptable driving record.
3. International Code Council (ICC) Fire Inspector I and Fire Inspector II
4. State of Colorado Fire Inspector I, and Fire Inspector II.
5. American Heart Association CPR and AED Certification and/or National Registry of Emergency Medical Technicians License (any level)
4. State of Colorado or Colorado Metro Certification Board Hazardous Materials Awareness or Operational certification or equivalent.
5. General knowledge of fire and life safety inspection techniques and investigation techniques.
6. Ability to operate a personal computer and software, including but not limited to Department's RMS software, and Microsoft programs.
9. Ability to use independent judgment to solve problems.
10. General knowledge of modern fire prevention, fire and life safety education principles, procedures, techniques, equipment, and fire investigation methodology.
11. Ability to schedule and meet related obligations and timelines.
12. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
14. Ability to comprehend and interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes, nationally recognized standards, and industry best practices.

15. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

Work Environment and Physical Requirements:

This position requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical, and emergency scenes of every type.

1. A portion of this position will involve sedentary work in an office environment.
2. Must be able to pass the Department's physical fitness test upon hire, and annually thereafter as required by the Department's Policy Manual and Standard Operating Guidelines.
3. Must be able to lift, move and carry objects up to fifty (50) pounds frequently and up to one hundred (100) pounds occasionally.
4. This position requires standing, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, climbing, pinching, gripping, digging, reaching overhead, reaching away from the body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty (20) and in excess of one hundred (100) degrees Fahrenheit.
6. Work may be performed under dangerous, hazardous, and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which will require the use of Personal Protection Equipment including Self-Contained Breathing Apparatus.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position will involve occasional periods of high physical, mental and/or emotional stress.

11. This position will require at times to work special events after normal business hours.

12. Work may result in exposure to individuals or blood communicable diseases.

I have read and understand the contents of this job description.

Employee Name

Employee Signature

Date