

Fire Inspector

Responsible for fire inspections, fire cause and origin investigations, public education, and other related fire prevention tasks.

Division Supervisor: Battalion Chief – Fire Marshal

Immediate Supervisor: Captain – Deputy Fire Marshal

Typical Tasks:

The following are intended to indicate the primary duties of this position. This position may not perform all of these tasks and/or may perform similar related tasks not listed here.

- a.** Inspect residential, commercial, and industrial buildings in a thorough manner and accurately detect fire hazards and deviations from Federal, State, and local codes and standards. Record accurately the findings of the inspection; corrections needed; and issue orders to comply to achieve compliance with the codes. Conduct annual license inspections of hospitals, residential and commercial care facilities, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the California Code of Regulations
- b.** Assure corrections are made to violations of the Federal, State, and local codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary
- c.** Prepare and keep accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved
- d.** Establish a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding Federal, State, and local codes and standards, to ensure that questions and concerns are effectively resolved as soon as possible
- e.** Maintain a current and thorough working knowledge of fire codes and standards, and is able to correctly interpret and apply them. Study new materials and methods of building construction to keep abreast of modern development and fire hazards
- f.** Check and analyze building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable Federal, State, and local codes and policies, and identifies needed corrections. Assure that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations in plans which are up-to-date, legible, complete, and descriptive of problems encountered and how resolved
- g.** Thoroughly investigate fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads

for arson caused fires leading to the identity of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence

h. Prepare credible and relevant material, arson evidence for courtroom presentations; testify in court on the findings of arson investigations; make a credible presentation in court regarding the evidence and elements of the offense

i. Participate as an active member on the Marin County Fire Investigation Team

j. Understand fire education goals and service objectives and is consistently able to translate them into a meaningful education program. Maintains a current knowledge of the fire problems within the community and tailors the education program to these problems. Clearly and in an understandable and positive manner delivers lectures and demonstrations, on fire safety, prevention, and inspection. Make citizens and the business community aware of their fire prevention responsibilities. Continually develops, knows, and actively utilizes resources in the community to help in fire prevention

k. Assure the timely and complete abatement of weeds by property owners, enforcing compliance with the weed abatement provisions of the State Health and Safety Code. Evaluates compliance by property owners with these weed abatement provisions by making regular and frequent inspections of property within the District, and promptly and courteously responding to complaints. Records accurately the findings of those inspections, and issues orders to comply to obtain compliance with the weed abatement provisions of the Health and Safety Code

l. Provide training of fire suppression members of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff

m. Assure the proper operation of newly installed sprinkler systems by closely monitoring pressure tests and flushing of the system, and inspecting the system to assure conformance with the applicable NFPA Standard as designed and approved plans. Inspect the system as needed including all valves and appurtenances as well as testing flow alarms

n. Issue burn permits, conducting on-site inspections to assure the safety of such a burn, and accurately completes the forms required by the Bay Area Air Quality Management District

o. Assure the safe installation and utilization of tanks for flammable liquids, closely inspecting and testing the installation of new tanks and inspecting existing tanks, equipment, and uses to assure compliance with code requirements. Ensure fuel leaks are abated in a prompt and complete manner

p. Support District operations and continuity of business during emergencies or activation of the Emergency Operations Center (EOC), or as ordered by the Fire Chief

q. Respond to fires, when directed, in a timely, safe, and skilled manner and participates in assignments that support the incident command

r. Once certified, maintains current California Fire Code Inspector Certification as administered by the ICC or other NFD approved certification granting authority

- s. Review and update pre-plans as directed, supporting the Fire District's pre-incident planning program
- t. Perform Hazardous Material inspections and follow up as directed, with support of other Fire Prevention Staff and in consultation with Operations division
- u. Assure the attainment of annual performance objective for inspection, fire and life safety, and fire investigations
- v. Prepare/manage/coordinate vegetation/fuel reductions grants; assist neighborhoods with Firewise programs; perform WUI evaluations
- w. Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities
- x. Other duties as assigned

Knowledge:

- Relevant laws, ordinances and codes related to fire prevention and protection
- Relevant court decisions
- Rules and regulations related to criminal investigation, arrest and prosecution
- Chemistry and physics of fire and firefighting, prevention, and protection
- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles
- Fire Investigation standards and techniques

Abilities:

- Analyze events and make sound judgments
- Interpret and enforce regulations objectively and fairly
- Read blueprints
- Work effectively with the public
- Demonstrate tact and diplomacy
- Write clear and concise reports and letters
- Operate effectively without constant supervision
- Follow oral and written directions
- Make decisions and judgments quickly and logically
- Independently determine the cause of fires
- Advise on fire prevention systems and plans
- Recognize, appraise, and correct fire hazards
- Recognize potential life-safety hazards
- Respond after hours, weekends, and/or on holidays to perform job duties at incidents including but not limited to fire cause and origin investigations and inspections, if available, as needed
- Maintain a level of physical fitness appropriate to the position

Skills:

- Inspection and investigation techniques
- Communication and interpersonal relations

Licenses and Certificates:

- Possess and maintain a valid California Class C driver's license
- Possess and maintain a valid CPR card
- CFSTES Fire Prevention 1A and 1B, or Fire Inspector 1A, 1B, 1C, 1D
- CFSTES Fire Investigation 1A or Fire Investigator
- CFSTES Plans Examiner

Training and Experience:

- Basic building structural construction
- Hazardous materials such as flammable liquids and exotic combustibles
- Burning characteristics of combustibles
- Fire Investigation standards and techniques