

Position Descriptions

1003.8 FULL-TIME FIRE PREVENTION INSPECTOR

The primary function of a B.S.T. & G. Fire Prevention Inspector is to serve as the primary fire prevention inspector responsible for developing and executing a comprehensive fire prevention program; participates in fire and life safety inspections, plan reviews, and testing of hazardous processes and fire protection and extinguishing systems in specified occupancies to ensure compliance with applicable codes, ordinances, client policies, and standards; assist, as required, in related areas of fire prevention processes such as code interpretation, fire prevention/life safety training, report writing and record keeping; and other duties as assigned. This position will interface with all levels of employees and management. This is a non-operational, non-suppression position.

An employee in this classification performs the duties of other employees in the B.S.T. & G. Fire District when so assigned.

Essential Functions

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Able to demonstrate a knowledge concerning building and fire prevention codes and regulations, uses, handling hazards, and definitions of flammable and combustible liquids, storage tanks, solids, and gases, explosives, and fireworks, and knowledge of sources of detailed and technical information concerning the same, shall be able to demonstrate a basic knowledge of corrosives, reactive materials, toxic materials, radioactive substances, oxidizing materials, plastics, fibers, combustible metals, and dusts;
- Able to demonstrate the ability to interact with the public, under conditions of code enforcement, fire investigation, or fire prevention education duties, with tact, discretion, and without loss of authority;
- Shall have a basic knowledge of portable fire extinguishers, fixed fire extinguishing systems, sprinkler systems, standpipe and hose systems. Also, knowledge of heat, smoke, flame detection systems and fire alarm systems and devices;
- Able to demonstrate a basic knowledge of the fire hazards, fire safety safeguards, codes and technical information about heating and cooking equipment;
- Have a basic knowledge of electrical principles, hazards, codes, uses, equipment. Also, information relating to electricity, electrical systems, appliances, equipment, and sources of information relating to electricity;
- Has a basic knowledge of the fire prevention code requirements, regulation, basic operational features, and fire hazards presented by various occupancies and particularly public assembly, residential, business, and mercantile, office, storage, industrial, manufacturing, and utility occupancies. This includes means of egress, interior finish, building construction, test methods of materials, chimneys, flues, fire doors, windows, vents, roof covering, storage rooms, special construction features, and building construction classifications. Have a basic knowledge concerning building equipment, heating, ventilation, and air conditioning equipment from a fire safety

BST&G Fire District

Policy Manual

Position Descriptions

standpoint. Basic knowledge of other jurisdictional authorities may have requirements, or conduct inspections, involving life safety or fire protection. Have knowledge about decorations, decorative materials and furnishing in various occupancies;

- Able to demonstrate a basic knowledge of report preparation, filing, statistical systems, and able to review and process plans and specifications;
- Has basic knowledge of the techniques of fire cause determination, for investigation and arson investigation;
- Capable of properly conducting public education programs concerning fire-related subjects as directed by superiors;
- Capable of checking blueprints of new construction for compliance with fire and building safety codes;
- Able to demonstrate a knowledge of requirements relative to fire drills in occupancies in the district. Have a working knowledge of general fire safety code requirements and regulations including but not limited to trash, debris, smoking, open burning, maintain fire department access, housekeeping procedures, reporting of fire incidents, and limiting combustible decorations and furnishings. Have a basic knowledge of emergency evacuation plans. Able to demonstrate a knowledge of acceptable code enforcement procedures, legal procedures, license and permit procedures;
- Prepares and maintains records, reports, and other types of operational documentation (e.g., work reports, fire reports, inspection reports, payroll reports, pre plans, etc.);
- Acquires and retains a thorough knowledge of the Fire District, including streets, buildings, water supply, unusual hazards, and related items;
- Performs various public information or education tasks;
- Enters fire inspection and occupancy information into the records management systems;
- Performs all work duties and activities in accordance with Fire District policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows Fire District-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring as outlined in the Fire District's Handbook;
- Attends, practices, and receives training/ continuing education for maintaining firefighting, E.M.T., and Fire Inspector certifications.

Other Duties and Responsibilities:

- May administer basic and other emergency medical procedures;
- May assist with maintaining equipment and fire station;
- May drive district vehicles during emergency response;
- May respond to non-emergency calls for infant car seat installations, fire prevention demos, etc.;

BST&G Fire District

Policy Manual

Position Descriptions

- Deals with social service-related areas of emergency response by assisting victims and relatives of victims of traumatic events;
- Any other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of:

- The geography of the Fire District and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Specialized fire fighting vehicles and equipment;
- Current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- Emergency Medical Technician (E.M.T.) techniques and related medical equipment;
- Basic mathematical and science skills;
- Emergency response records systems, communications equipment, and use, fire computer applications and incident reporting procedures;
- Computers and related software.

Ability to:

- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under extremely stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees;

BST&G Fire District

Policy Manual

Position Descriptions

- Drag a 175 lbs. victim (simulated) a distance of 100 feet or more;
- Lift and carry 125 lbs. or more;
- Perform heavy manual tasks for varied periods of time under possibly dangerous conditions;
- Work in severe weather conditions;
- Successfully pass an annual physical/ medical exam.
- Ability to conduct harmonious discussions with property owners and the general public, and able to persuade them to take desired courses of action.
- Ability to enforce laws, ordinances, and regulations with firmness, tact, and impartiality.
- Ability to express oneself clearly and concisely, orally, and in writing.
- Ability to understand and carry out complex oral and written instructions.
- Ability to collect, analyze, and interpret data.
- Ability to develop and maintain working relationships with fellow employees and the general public.
- Ability to direct and coordinate the activities of others.
- Ability to prepare concise and accurate reports.
- Ability to provide leadership in stressful situations.
- Ability to read and hear.
- Ability to read and recognize hazardous warning labels.
- Ability to recognize problems and recommend solutions and exercise judgment under stressful conditions.
- Ability to supervise employee training and development.
- Ability to use all safety devices in critical situations.
- Ability to work in severe weather conditions.
- Effective oral and written communication skills.

Supervision Received:

- The work is performed under the direct supervision of the Chief and/ or Assistant Chief

Supervision Exercised:

- Assist with the mentoring and development of new firefighters.
- Supervision of company inspections (Inspectors)

Minimum Qualifications

- High school diploma or G.E.D. equivalency; and
- Must be at least 18 years of age at the time of application;

Position Descriptions

- Emergency Medical Technician's Basic Certification; or higher
- Valid Ohio Driver's License
- State of Ohio Firefighter II
- State of Ohio Fire Safety Inspector

Desired Qualifications

- Arson/ Fire Investigation
- Plan review class/ certification
- Fire and Life Safety Educator
- Youth Firesetter Intervention Certification

Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity and physical strength, with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.