

FIRE INSPECTOR I

NATURE AND VARIETY OF WORK

This is entry-level dually allocated technical fire inspection and fire code enforcement work designed to ensure compliance with County and State fire codes and laws. Generally, enforcement will be in new construction, renovation of existing structures and storage of flammable and combustible materials, including explosives installations and high occupancy load buildings. Incumbents in positions of this class are required to read and interpret approved engineering plans and specification sheets for construction of buildings, fire extinguishing systems, fire alarm systems and fire rated assemblies. A significant aspect of the work involves establishing and maintaining effective working relationships with contractors, owners, engineers and the general public. Incumbents must be able to achieve competency in interpreting and explaining fire codes and issuing violation notices and must attempt to obtain voluntary compliance to correct fire and life safety deficiencies, prepare written correspondence and reports, and gather evidence to prepare cases for administrative appeal and/or Court as integral functions of this class. Work is performed under the close supervision of a higher level supervisory fire position.

Incumbents may be promoted to Fire Inspector II upon successfully completing the probation period and successfully obtaining a Fire Inspector I rating (NPA 1031 Standards).

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Reads, analyzes and interprets engineering plans and cut sheets for applicable fire code requirements in order to become familiar and knowledgeable about the nature, scope and details regarding construction, renovation and installation phases of projects.

Completes on-site field inspections to determine that buildings are being constructed according to approved design and applicable County and State fire and building codes.

Discusses particular issue(s) prior to/after the issuance of violation notice and/or civil citation with responsible party (contractor, owner) in order to achieve compliance with established fire codes and applicable laws.

Investigates complaints (citizens, property owners), identifies problems relative to a construction project and determines if there is a basis upon which to issue a correction order and/or a civil citation.

Issues correction orders, re-inspection fees, civil citations to responsible party(ies) (e.g., contractors, developers, citizens, property owners) to assist in bringing the particular building into compliance with established fire codes and laws, approved plans and specifications.

Confers/coordinates with contractors, developers, property owners, citizens, and other agencies in order to (1) explain, clarify, and resolve actual/potential problems associated with projects, and (2) to initiate appropriate actions that will attain compliance with approved engineering plans, specifications and established County and State codes.

Maintains accurate, complete, and retrievable records and documentations (e.g., correction orders, notices, civil citations, stop work orders) for inclusion in reports, street file and to provide information for potential use at hearings or in court.

Prepares and submits written correspondence (e.g., bi-weekly recap sheets, memorandums) to supervisor in order to (1) clarify, explain, and resolve problems related to the inspection and code enforcement activity, and (2) to highlight the status/progress in accomplishing Management by Objectives (MBO) goals.

Attends and participates in meetings, seminars training sessions and courses to maintain and enhance proficiency and knowledge in fire code enforcement, inspections and special hazards activities (e.g., ABC establishments, pyrotechnic displays, high occupancy load inspections).

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of fire behavior, chemistry of fire, fire streams and water supply, fire fighting equipment, forcible entry techniques and devices, smoke ventilation, fire causes, utility control.

Knowledge of the legally established responsibilities and empowerment related to the performance of the inspections duties.

Knowledge of established appeals procedures and judicial review process.

Knowledge of other agencies that may be referred to in correcting hazards or who have similar code enforcement duties involving life safety or fire protection.

Knowledge of properties of flammable and combustible liquids and gases and storage of same.

Knowledge of various types and uses of fire protection equipment, e.g., portable fire extinguishers, fixed fire extinguishing systems, sprinkler systems, standpipe and hose systems, water supply systems, heat, smoke and flame detection systems and fire alarm systems and devices.

Knowledge of principles of electricity, building construction and blue print reading.

Knowledge of applicable County, State and Federal fire codes and laws.

Knowledge of the Prince George's County geographical area in order to complete daily inspections in a timely manner.

Ability to read fire codes and building plans.

Ability to clearly express oneself in writing.

Ability to interact with the public, under conditions of code enforcement or fire prevention duties, with tact, discretion, impartiality, and without loss of authority.

Ability to establish and establish and maintain effective work relationships with others.

Ability to detect, diagnose and locate defects and deficiencies in construction, fire alarm and fire protection systems and life safety requirements.

Ability to provide testimony on behalf of the County at hearings and in Court.

Ability to perform physical tasks such as climbing ladders, removing manhole covers, reading gages, walking on uneven ground and up multi story stairways.

Ability to pass establish physical examination.

MINIMUM QUALIFICATIONS

Graduate from high school or equivalent, plus experience of the type, duration, level of complexity, diversity and responsibility, to be determined at the time of announcement, which has provided the applicant with the necessary knowledges, skills and abilities to perform the duties in the fire inspectional classification; or an equivalent combination of education, experience and training.

CONDITIONS OF EMPLOYMENT

A valid automobile drivers license is required upon appointment and must be maintained for employment.

General good health as determined by physical examination administered by Fire Department.

Must pass criminal background check.

Must maintain a clear criminal record.

Must provide an annual Financial Disclosure Statement as directed by the County Attorney.

During the first 18 months, successfully obtain certification as a Fire Inspector I (NFPA 1031 Standard).

NEW: CB-34-1990