

Menlo Park Fire Protection District

FIRE INSPECTOR/INVESTIGATOR I/II

Definition

Under direct supervision of the Fire Marshal and Deputy Fire Marshal, this position will be required to perform fire and life safety inspections, assist in fire origin and cause investigations and public relations duties as assigned.

Typical and Important Duties:

- Inspects residential, commercial and industrial units to determine and enforce compliance with safety laws and ordinances
- Assists in the investigation causes of fires, including fires of undetermined or suspected incendiary origin
- Inspects areas or places where there are large public gatherings or high values
- Plans and conducts programs in public education and information regarding fire prevention
- Investigates complaints and answers questions regarding hazards and violations of fire prevention regulations
- Observes fire drills in schools, hospitals and convalescent homes
- Maintains records and prepares reports
- Makes presentations to civic organizations and school groups
- Maintains complete and accurate record files of fire safety codes, regulations, ordinances, inspections made, and violations and penalties

Job-Related Qualifications

Knowledge of:

- The principles of fire prevention and the related principles of fire investigation and the State and City laws concerning these activities
- Building construction, including fire alarm systems, fire sprinkler systems, wet and dry standpipe systems and related systems
- Local, state, and federal laws, codes, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence

Ability to:

- Speak effectively before large groups of people
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Follow and provide written and oral directions
- Prepare written reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Deal tactfully and courteously with government officials, co-workers, contractors, architects and the general public
- Work in a team-based environment and achieve common goals

- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties

Experience and Training

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

Experience: Three years of increasingly responsible fire inspection/investigation experience for level II.

Training:

1. Must complete CA State Fire Training Certifications for Fire Inspector 1 and Fire Investigator 1A within 2 years of hire.
2. A 2 year vocational degree in fire science is desirable or equivalent years of experience as an inspector or closely related field.
3. Construction trades experience is highly desirable, i.e. fire sprinkler fitter/designer, fire alarm installer/designer.

Licenses and Certificates:

- Possession of a valid California driver's license, and a satisfactory driving record.
- For level II: Possession of Fire Science Certificate 1A, 1B, 1C, 2A, 2B, 2C; Uniform Fire Code Certification (WFCA-ICBO/ICC); ICBO or ICC certificates are desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Mobility, frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. lifting frequently up to 10 pounds; occasionally up to 25 pounds; constant use of overall vision; frequent reading and close-up work; occasional color and depth perception skills required; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; frequent hearing and talking, in person and on the phone.

Emotional/Psychological Skills: frequent decision-making and concentration; frequent public and/or coworker contact; frequently works independently.

Work Environment: Frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment.

Approved: 2011

Revised Date: August 2015

Former Titles: Fire Prevention Inspector

Bargaining Unit: IAFF

ADA Review:

DOT:

Physical: Safety, Fire Prevention

Status: Non Exempt