

Canon City Area Fire Protection District Inspector - Life Safety Officer-I Position Description

INSPECTOR - LIFE SAFETY OFFICER-I

Classification Responsibilities: Under the direct supervision of the Fire Chief and Assistant Chief performs inspections and plan reviews. This is technical-level work performing fire inspection tasks in support of the Fire District. Conducts routine inspections of existing and proposed buildings and facilities to ensure compliance with adopted codes and standards, issue operational permits, and resolve inquiries from citizens and firefighters. Must demonstrate the ability to interpret, apply, and enforce the International Fire Code and/or other codes as adopted by the Fire District. Inspects community special events and may act as a fire watch during concerts, fireworks displays, and sports tournaments. Works with citizens, contractors, and building owners to obtain code compliance, resolve conflicts, and provide education on life safety topics. Contact with others may be extensive and sensitive.

Distinguishing Features: The Inspector-Life Safety Officer class is distinguished from the Fire Suppression classifications by requiring a defined scope of managerial, time management, and decision-making responsibility. Employees in this class are responsible for managing the Fire Inspection-Life Safety program of the Fire District. The Life Safety Officer must work a 40-hour week with special administrative assignments as needed. In addition, incumbents are encouraged to participate in the Fire District's physical fitness programs. Supervision is received from Chief/Assistant Chief who reviews work through meetings, conferences, reports, and overall results achieved. May serve as the primary plans review examiner for the Fire District. Works cooperatively with shift personnel in fire inspection and life safety related issues and activities. May be required to respond and assist with Incident Command functions at emergency incidents and non-emergency events, as needed.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, employees, other agency personnel in person or by phone contact, or written correspondence. Makes effective presentations. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on supplies, and equipment needs for an assigned area; statistics and reports on assigned activities. Maintains accurate records. Works collaboratively with Battalion Chiefs, Executive Assistant, and shift personnel regarding pre-fire planning, inspections, hydrant placement, and other aspects related to Inspection-Life Safety functions. Must have the ability to effectively create professional written correspondence on fire inspection, plan review, and code compliance issues.

Manual/Physical: Works independently with minimal supervision. May be exposed to a variety of weather elements. Must be able to work in hazardous areas such as construction sites. Flexibility in scheduling meetings and appointments. Work may include professional office meetings, phone contact, and extended periods of time in office environments reviewing building plans and documents.

Mental: Comprehends and makes inferences from written material including administrative and operating procedures, District personnel policies, rules and regulations and all applicable codes. Comprehends verbal direction including commands, information from other departments, and other communication. Must be able to work independently. Must be able to manage conflicts relating to code compliance issues.

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Knowledge and Abilities:

Knowledge of:

- Fire suppression, prevention, and life safety principles. Ability to interpret building and fire code manuals and documents;
- Fire District policies, rules and regulations, SOP's, and Standing Orders;
- The geography of the Fire District and other surrounding communities, including the location of streets and target hazards, and hydrants;
- Understanding of modern office and time management principles and practices.
- Fire and Life Safety code and practices creation and development including but not limited to the NFPA and International Fire Codes.
- Demonstrated proficiency with Microsoft Office Suite and other relevant computer keyboarding skills.
- Basic Incident Command System roles, responsibilities, and operations.

Ability to:

- Conduct routine inspections of existing buildings and facilities to confirm compliance with adopted fire codes and standards. Document violations, provide guidance for compliance, and follow code enforcement procedures.
- Conduct inspections for the issuance of operational permits such as open burning, tents, special events, and hazardous operations. May act as fire watch during concerts, fireworks displays, sports tournaments, or other special events with large occupant loads or other hazards.
- Ensure proper maintenance of fire alarm and suppression systems. Responds to notifications of systems out of service, trouble-shoots problems, ensures proper repair, and works to avoid further malfunctions.
- Respond to inquiries and complaints from citizens, businesses, and fire suppression personnel and provides appropriate resolution in a timely manner.
- Provide education to business owners and the public on life safety topics.
- Maintain detailed records of inspection activities. Compile data; complete necessary reports, forms, computer input and other documentation as needed. Ensure integrity and accuracy of the fire inspection and plan review data into the appropriate District software program. Uses information to assist in the preparation of pre-plans.
- Utilize varied records management software programs (such as Firehouse, Mobile Eyes, Emergency Reporting, Excel, etc.) to enter, retrieve, and analyze data as related to the Fire Inspection and Life Safety programs.
- Work with the public, homeowner groups, the business community, Fire District employees and other public agencies during the inspection process. May attend public hearings and meetings.
- May be required to prepare for and testify in civil or criminal court proceedings.
- May be required to perform physically demanding tasks under adverse conditions.
- Perform other responsibilities as needed and assigned including but not limited to Fire

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District public education events and activities.

- Serve as an Ambassador for the Fire District in addressing Fire Code and Life Safety issues to the community.
- Comprehend material to stay informed on global, national, state, and local fire service fire and life safety issues.
- Participate in physical fitness programs.
- Attend special committees as assigned, and make effective public presentations.
- Establish and maintain effective working relationships with other agencies relevant to Fire and Life Safety program issues.
- Effectively communicate via radio for emergency/non-emergency communications.

Experience and Training

Any combination of training and experience equivalent to graduation from high school and two years of experience as a paid or volunteer firefighter. Knowledge of or ability to learn and comprehend code compliance, life safety programs, relevant building construction and inspection experience.

Special Requirements

- This position is a non-interior fire suppression position, but may be required to assist with Incident Command as needed.
- Must possess a valid Colorado Driver's License.
- Must be in possession of and maintain International Code Council/NFPA 1031 and/or CDFPC Fire Inspector I certification, or have ability to obtain within one year of appointment.
- Must be in possession of and maintain International Code Council/NFPA 1031 and/or CDFPC Fire Inspector II certification, or have ability to obtain within 2 years of appointment.
- Must be in possession of and maintain International Code Council/NFPA 1031 and/or CDFPC Fire Inspector III certification, or have ability to obtain within three years of appointment.
- Must successfully complete Fire District background check and drug test.
- Must successfully pass and receive certification in ICS 200 & 700, and CPR/AED.