



Fire Inspector (2152)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 19

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to conduct Fire Safety Inspections for new and existing buildings in Bulloch County. The incumbent will also plan and conduct other activities related to fire prevention and fire safety.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Inspects construction projects: ensures projects are in compliance with approved plans and any related local, state, and federal fire codes; reads and reviews construction plans for fire code compliance; conducts residential and commercial inspections; prepares inspection reports; coordinates stop work orders when appropriate; investigates problems and complaints; and recommends corrective actions to bring about compliance.

Responds to complaints of fire code violations and investigates possible infractions, including codes related to building over-occupancy, burning violations, and improper storage or transportation of hazardous materials.

Interprets the provisions of applicable fire codes, laws, rules, regulations, specifications, standards, policies and procedures: provides information and technical assistance concerning fire code requirements; discusses problem areas with property owners, residents, and others; makes suggestions and recommends solutions to violations; responds to questions or complaints concerning fire codes or fire code violations; and conducts related research as needed.

Conducts fire prevention and fire safety programs: analyzes fire cause data to determine community educational needs; provides assistance to the public and answers questions regarding smoke detectors, wood heaters, fireplaces, chimneys, and other structures; assists local schools and businesses in developing pre-fire and fire escape plans.

Maintains files and records: prepares, maintains, and submits reports of inspection activities and follow-up events; prepares other records as needed to document performance of duties; maintains, stores, and purges records in accordance with records retention schedule.

Responds to emergency incidents to assist with fire suppression activities as needed: performs assigned duties at fire scenes.

Seeks professional development opportunities: attends and participates in training seminars and workshops to stay abreast of all related code requirements and to maintain required certifications.

Performs other related duties as required.

Minimum Qualifications

High school diploma and vocational/technical education in Fire Science or a related field required; supplemented by two years of experience in fire services, fire inspections, building inspections, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: Firefighter I, Fire Inspector.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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