



Fire Inspector

Reports to: Deputy Fire Marshal

Department: Prevention

Employment Status: Full-Time

FLSA Status: Non-Exempt, At-Will

Supervisory: None

General Purpose Statement

Under the direction of the Fire Marshal, the Fire Inspector is responsible for the protection and preservation of life and property for a safe community by the performing fire prevention inspection work; conducting standard or specialized inspections of commercial, institutional, industrial properties, and residential dwellings related to residential permits, and wildfire assessments; delivering safety programs on topics such as fire safety, housekeeping, fire sprinkler systems, fire extinguisher training, fire alarm systems, carbon monoxide and smoke detectors and enforcing all applicable local, state and federal safety code regulations and standards.

Essential Duties and Responsibilities

- Inspect properties on a periodic basis for the presence of fire and safety hazards to ensure compliance with local, state and federal fire and life safety code regulations and standards
- Inspects and tests all fire and life safety suppression and detection systems, recognizes and directs action to correct hazardous conditions which present an immediate danger to life and property
- Document inspection findings and reviews; communicates orally and in writing findings with property owners and Fire Marshal
- Prepares reports on inspections, public education, training and related activities
- Identify and reference the applicable code or standard for a given a fire protection, fire prevention or life safety issue
- Review Building Permit requirements with Building inspectors, engineers, and customers
- Conduct plan reviews and attend related meetings
- Work with water purveyors on hydrants inventory, water flow, maintenance and painting
- Develop fire pre-plans for structures within the fire Authority
- Participate in public fire safety programs with civic and educational institutes to demonstrate and instruct in fire prevention and elimination of fire hazards
- Reviews construction drawings and specifications to correct fire and life safety problems
- Participates in specified training programs to maintain State and Local inspector certifications and to increase knowledge of modern fire prevention theories and techniques
- May act as technical consultant in fire code matters for architects and builders
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Knowledge of principles, practices, and techniques of Authority operations
- Knowledge of fire hazards, unsafe conditions and practices
- Knowledge of Hazardous materials
- Knowledge of the International Fire Codes adopted by the Authority

12-2018, 4-2020, 3-2022, 2-2026



- Knowledge of Authority's policies and standard operating guidelines
- Knowledge of the principles, practices, and procedures of fire protection
- Knowledge of Authority locations, equipment, and supplies used on all Authority vehicles/apparatus
- Knowledge of pertinent Federal, State and Local fire laws, codes and regulations
- Knowledge of Local and State permit system
- Knowledge of basic electrical, mechanical, plumbing and structural codes; building construction and fire protection and life-safety systems
- Knowledge of inspection process, including testing of fire protection and detection systems
- Skilled in report writing, driving, and use of computer and/ or tablet, telephone, cell phone, two-way radio, copy machine, fax machine, and calculator
- Skilled in fire inspection, and public relations
- Strong verbal and written communications skill
- Ability to use current technology, code information, and equipment in the completion of plan review and inspections
- Ability to work independently
- Ability to set deadlines
- Ability to follow-up on inspections to gain compliance
- Ability to manage time and resources appropriately and meet deadlines
- Ability to present, instruct, and lead public fire safety education programs
- Ability to interact well with government officials, work colleagues, citizens, news media and command staff

Minimum Qualifications

A high school diploma or equivalent with a minimum of five (5) years fire service experience with three (3) years as inspector or in a similar job. Must possess the following:

1. Possession of a valid Colorado Driver License, within 30 days of employment
2. Current CPR-BLS certificate

** Must be able to obtain the following certifications within one year of higher:

1. ICC Fire Inspector 1 through International Code Council (ICC), NFPA Certified Fire Inspector I (CFI-I)
2. Hazardous Materials Awareness certification

The employee is required to maintain certifications the employee has at time of hiring or obtains during employment with the Authority.

Equipment, Environment, Mental, and Physical Activities

- Driving: Must be able to operate vehicles in the normal course of duties

Office equipment: Copier, fax, calculator, printer, scanner, phone, cell phone



- Computer equipment: Personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and department
- Other equipment: Tools – testing equipment, gauges, hydrant wrenches, pitot gauges; Radios and pagers; Authority vehicles, apparatus and fire extinguisher training equipment
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups
- Mathematical skills: Performs mathematical calculations utilizing basic mathematical calculations and formulas
- Reasoning ability: Applies the principles of logic, scientific thinking, and fire science judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions
- Physical activities: Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time
- Lifting: May lift/carry and push/pull up to 25 pounds and occasionally lift or move up to 50 pounds
- Vision and hearing: Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, hear sufficiently to converse with others and participate in meetings with large and small groups
- Exposure to environmental conditions: May be exposed to heat, cold, noise, smoke, water, odors, fumes, traffic, vibrations, grease/oil, and dust/dirt

Hours and Work Schedule

This is a non-exempt position that includes work during day, with occasional evening and weekend work.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at will of either the employee or the Authority, at any time, without notice, cause or any specific disciplinary procedures.

Employee Signature

Date