



Job Description:  
Fire Inspector II

**Definition:**

Under the supervision of the Deputy Fire Marshal, the Fire Inspector II is responsible for performing the following duties: field inspections of new and existing structures for building code compliance; issuing corrective actions for fire and life-safety violations; review of building plans and fire system plans and specifications; assures compliance with fire prevention codes; responding to major emergencies within the Fire District; fire cause and origin investigations of structure and wildland fires; developing and presenting fire prevention and Community Risk Reduction education programs.

**Example of Duties and Responsibilities:**

- Performs general maintenance work in the upkeep of assigned workplace including Fire District apparatus, equipment, property, and facilities.
- Conducts routine life-safety inspections; ensures compliance with fire safety regulations in operation and maintenance of commercial, industrial, and institutional facilities in the District, including those with storage and handling of hazardous materials such as compressed gases, flammable liquids, oxidizers, toxins, and corrosives.
- Conducts specialized and complex inspections of the construction of buildings and other structures for compliance with fire and building codes, laws, ordinances, and regulations concerning design, construction, and fire protection equipment.
- Observes the testing, demonstration, and use of various fire detection and suppression systems and equipment.
- Conduct assessment of land parcels treated or identified as a target hazard to the homeowner/resident by a threat of a wildland fire. Educate property owners regarding safe wildland fuels management practices for defensible space.
- Conducts fire-life safety inspections of special events, weekend fairs or festivals, public fireworks display, or special effects.
- Review plans and specifications on proposed buildings and subdivision development for adherence to fire and safety laws and codes; consult with architects, engineers, and

contractors, offering recommendations on laws and regulations covering fire and life safety in the design and construction of buildings.

- Conducts investigations, including but not limited to structure and wildland fires, and explosions; prepares documents and evidence from fire scenes, including drawings, samples, photographs, interviews, and other investigative methods.
- Participate in conducting public education programs for Community Risk Reduction.
- Assist shift personnel with creating pre-incident plans for incident response.
- Perform administrative duties such as writing legal reports and maintaining records related to fire inspection code enforcement; accurately complete, organize, and maintain all District required documentation and records.
- Attend position-specific training sessions/classes and obtain CEU's to maintain certifications, build capabilities and qualifications as required by the District and certifying jurisdictions.
- May perform the necessary tasks associated with the certified level of Emergency Medical Service (EMS).
- May respond to motor vehicle collisions, hazardous materials spills, flammable gas leaks, technical rescue incidents, or other emergency calls to perform as incident support, EMS, or investigation.
- Respond to structure and wildland fires. May perform as incident support, EMS, or investigation.
- May be assigned to other duties by the Fire Chief or his designee.

### **Knowledge, Ability, and Skills:**

- Takes orders, follow directions, relays, and documents information accurately, participates and functions efficiently as a team member.
- Exercise sound judgment within established guidelines; work effectively under the pressure of deadlines and conflicting demands.
- Consistently demonstrate a positive attitude and progressive actions by displaying professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Must have exceptional customer service skills and the ability to work as a member of a team as well as autonomously.
- Ability to interact with the public and officials fairly, tactfully, and directly while implementing or enforcing fire codes, regulations, and laws.
- Perform in high-stress and fast-paced emergency situations.
- Correct English usage, including grammar, punctuation, and vocabulary.
- Effectively communicate verbally and in writing; gather, analyze, and prepare data and other information; present findings and recommendations to individuals and groups understandably and persuasively; promote constructive and efficient cooperation within community, businesses, builders, and developers; act courteously and communicate effectively with property owners and the public.
- Must be able to complete all required written documentation, digital and traditional.
- Effectively operate modern essential office equipment including telephones, fax machines, scanners, printers, and copiers; personal computer programs such as Microsoft Windows and Office Suite, and other programs and systems applicable to the position; type at a sufficient rate and with accuracy to perform the functions of the job.

- Essential knowledge of the content and application of local, state, and federal laws, codes, and standards and practices related to building construction, fire detection, and suppression systems, general fire protection, the handling, storage, and use of explosives, and storage and use of hazardous materials.
- Ability to act following Local, State and Federal laws, statutes, codes and regulations, and the Fire District's policies and operational procedures. Understanding of codes and standards applied within the Fire District for construction, tenant improvement and inspections using the International Code Council; IFC, IBC and IWUIC. NFPA standards; 13, 13D, 13R, 72, and the Northern Nevada Code Amendments.
- Knowledge of industrial, commercial, and residential plan review, fire prevention inspections, code enforcement, or building trades and construction related to fire prevention.
- Thorough knowledge of the theory, principles, practices, and techniques related to general fire prevention and fire suppression, as outlined in NFPA 1031, 1033, 1037, and 921.
- Knowledge of the fire prevention inspection methods, procedures, and techniques; ability to conduct various inspections in diverse structures in multiple phases of construction and occupancy.
- Knowledge of electrical systems, building construction, chemicals, and the flammable properties of various substances in their solid-state, liquid, or gaseous states; and safe work practices and procedures.
- Knowledge of the streets, geography, including the location of water mains and hydrants, and the significant fire hazards of the Fire District.
- Essential knowledge of court decisions, criminal laws, and practices that may influence the investigation of fire, explosive, or hazardous materials incidents.
- Fire investigation technical knowledge including fire behavior, burn pattern characteristics, fire spread factors, color, and density of smoke, flame, and heat characteristics and techniques utilized to investigate a fire, explosive, or hazardous material event.
- Knowledge of wildland fire suppression, including Wildland Urban/Interface operations, to prevent the occurrence of wildland fires intrusion to structures.
- Knowledge of the tactics, principles, practices, and procedures of basic firefighting, the incident command system, hazardous materials, and rescue response.
- Maintains an adequate level of fitness to perform assigned duties.

**Desired Attributes:**

- Strong work ethic; integrity; humility.
- Ability to work autonomously and as a team.
- Positive attitude; creates and contributes to a good work environment.
- Effective communicator, precise and effective written and verbal.
- Follows and relays instructions and information accurately.
- Completes reports promptly and accurately with attention to detail under minimal guidance.
- Ability to problem-solve and be decisive.

## **Experience, Education, Certification, and Licensure Requirements/ Conditions of Employment:**

A combination of education, experience, and training that would provide the required abilities, certification, and licensure:

- Graduation from High School or GED certificate
- Two(2) years of experience with a local or State jurisdiction inspecting public, commercial, and residential structures for compliance with applicable fire codes.
- NFPA Fire Inspector II or equivalent (ICC)
- One (1) year of plans examination experience for a local or State jurisdiction as certified ICC Fire Plans Examiner 1.
- NFPA Fire Investigator 1 certification
- Current CPR certification
- Nevada Driver's License within 30 days of appointment
- Wildland Fire Investigation; National Wildfire Coordinating Group (NWCG) FI-210 Wildland Fire Investigator with one (1) year of appointment.
- NWCG qualified (Red Carded) at appropriate fitness level.

## **Desired Qualifications:**

- ICC Plans Examiner II
- IAAI Certified Fire Investigator Technician
- Hazardous Materials Technician
- NFPA Firefighter I or II
- NFPA certification at the Hazardous Materials Operations level
- Nevada State and/or National Registry: AEMT or Paramedic
- AA Degree in Fire Science or Natural Resources
- NFPA Fire Service Instructor 1
- Incident Management Team (IMT) experience
- Geographic Information System (GIS) experience
- Experience in Training Division, Administration, and/or human resources
- Nevada Driver's License w/ F endorsement

## **Physical Requirements:**

The physical requirements described here are representative of those that should be met by an employee to successfully perform the essential functions of the job as a Fire Inspector.

While performing the duties of this job, the employee is frequently required to communicate, talk and hear; sit, stand, bend and walk; use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms, and regularly lift and move up to 50 pounds. Must have sufficient mobility to work in an office setting using standard office equipment including a personal computer, copy machines, and audio-visual equipment and speak and communicate in person, over the telephone, and on a two-way radio. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The position requires the physical ability to climb or balance, stoop, kneel, crouch, crawl, and smell. Strength, stamina, and agility to climb stairs, walk construction sites and fire scenes, and bend, stoop, sit, and stand for long periods. This position can be physically demanding, requiring good health and physical condition to perform job duties adequately. The employee uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) if/as qualified, while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres) and must successfully pass an annual fit for duty exam based on NFPA 1582 and Nevada Revised Statutes 617.

The duties of this position for persons qualified, may also require sufficient mobility, flexibility, and body strength to participate in emergency incidents and fire ground activities for intermittent periods. Fire ground activities may include but are not limited to raising and climbing ground ladders, pulling 2 ½" filled with water under pressure, applying water from nozzles under high pressure, and lifting heavy equipment such as smoke ejectors and generators. May rarely be require lifting of up to 100 pounds. Working outdoors in hot and freezing weather may be necessary for some investigation work, emergency, and training situations. Must have the ability to stay physically capable in mentally and emotionally stressful environments.

Ability to participate in General Order #1 fitness testing, based on qualifications or interest.

## **Working Conditions:**

Work is performed primarily in an office and fieldwork environment including construction sites. The employee will experience frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Potential exposure to extreme weather, intense heat, moving traffic, construction sites, hazardous chemicals, and fumes. The position also requires, as qualified, occasional work in fire suppression environments, on scene of medical calls, and other emergency situations with potential for intense life-threatening conditions, fire, smoke, bodily fluids, and noise. Will be exposed to incident scenes requiring emotional intelligence and mental stability. The position requires strenuous work and long hours and the ability to attend emergency scenes at any time requiring performance of arduous tasks that require strength, flexibility, and endurance; maintenance of physical fitness and physical ability is required. May

be required to work on the wildland fire line and be deployed away from home for extended periods.

**FLSA STATUS:**

Non-Exempt

**Special Conditions:**

This position has been identified as affecting public safety. Persons offered employment must submit to a pre-employment and annual screening test for controlled substances. Candidates will be required to submit to an extensive background investigation, pre-employment criminal history check, and fingerprinting. Required to complete an annual State of Nevada Revised Statutes 617 medical examination.

*In compliance with applicable disabilities laws, may be provided reasonable accommodation for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

I, \_\_\_\_\_ (print name) have

received a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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