

**Resolution 2021/XX
EXHIBIT A**

FIRE INSPECTOR

SALARY RANGE

\$3,918.85 – \$4,764.92 Bi-Weekly
\$8,493.00 – \$10,324.00 Monthly
\$101,916.00 - \$123,888.00 Annually

DEFINITION

Under general supervision, performs a variety of technical duties in the field and office which include inspections of residential, commercial and/or industrial facilities for compliance with laws, ordinances and regulations pertaining to the control and prevention of fires; conducts inspection training related to vegetation management/defensible space; and performs other duties as required.

CLASS CHARACTERISTICS

Fire Inspector is an entry level classification. Initially under close supervision, the incumbent is responsible for conducting technical field inspections, testing and commissioning of fire protection systems, and fire code enforcement.

This classification is distinguished from the Fire Marshal in that the latter has the overall responsibility for the development of codes and standards, plan reviews and inspections of a more technical and complex nature, and administration of the Fire Prevention Bureau.

SUPERVISION RECEIVED AND EXERCISED

The Fire Inspector receives supervision from the Fire Chief/Fire Marshal. The Fire Inspector does not exercise supervision over others.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Assists with and/or conducts plan reviews and performs inspections on fire sprinkler system installations (residential and commercial), commercial fire alarm and tenant improvement sprinkler systems, pre-engineered suppression systems (commercial kitchen hood systems); reviews permit applications.
- Performs Fire and Life Safety inspections within various occupancies, which include but are not limited to assembly, educational, hotel/motels, various commercial occupancies, and multi-family residential occupancies.
- Assists with and/or conducts fire inspections in assigned neighborhoods to determine compliance with applicable vegetation management and defensible space laws, standards, ordinances, and regulations.
- Responds to and investigates hazardous vegetation complaints.
- Assists with and/or conducts structural risk assessments in the Urban-Wildland Interface.
- Conducts vegetation management/defensible space inspection training.
- Plans, develops and/or conducts fire education programs.
- Performs a variety of administrative support functions such as completion of forms, reports, and checklists; scheduling of fire prevention events and inspections; filing and record keeping of documents and other related materials.
- Deal tactfully and courteously with government officials, members of the Central Marin Fire Authority, outside agencies, regulatory agencies, and members of the public.
- Thoroughly investigates fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental or whether the source of the fire was arson.
- Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents.
- May train others in technical subjects related to fire prevention practices.
- Performs duties as a designated Disaster Service Worker (DSW) in conformance with California State Law (Government Code Section 3100-3109) during a state of war, a state of emergency, or a local emergency.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Principles, methods and techniques of fire prevention and life safety codes inspection principles, practices and methods.
- Applicable fire protection laws, ordinances and regulations.
- Standard and accepted building construction methods and techniques consistent with fire preventions and protection.
- Standard workplace safety standards and requirements.
- Knowledge of Microsoft Office suite products including Word, Excel, PowerPoint and Outlook.

ABILITY TO:

- Learn, understand and apply the California Fire Code, City of Larkspur Municipal Code, Corte Madera Municipal Code, and the Central Marin Fire Authority's Fire prevention policies, operations and procedures.
- Prepare accurate, clear, concise reports; analyze and interpret reports of a general or technical nature.
- Organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of directions.
- Operate/navigate computerized databases and records management systems.
- Communicate effectively orally and in writing; maintain accurate records.
- Ability to speak publicly and present educational information during public presentations.
- Perform duties in a safe manner observing established departmental and workplace safety standards such as those established by Cal-OSHA requirements.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES:

CERTIFICATES AND LICENSES

- Be at least eighteen (18) years of age
- Possess and maintain a valid California Class "C" Driver's License
- Possess a high school diploma or GED Certificate
- Successful completion of the California Fire Service Training & Education System (CFSTES) Fire Prevention 1A and 1B, or completion of Fire Inspector 1A, 1B, 1C, 1D or the equivalent combination of training and experience prior to employment.
- Possess and maintain a current CPR Card
- Successful completion of PC 832 within 12 months of employment.
- Successful completion of Fire Investigation 1A, 1B within 12 months of employment.

PHYSICAL JOB DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Duties are performed in the field and a standard office environment. Field duties include exposure to various environmental conditions

including but not limited to variable weather conditions, water, wind, heat, smoke, noise, odors, known and unknown chemicals, noxious plants, and variable and steep terrain.

FLSA Status: Non-exempt

Bargaining Unit: Unrepresented

Prepared by: Human Resources

Approved Date:

Revised Date: None