



## **CITY OF CALEXICO**

### **CLASS TITLE: FIRE INSPECTOR**

**MONTHLY: \$5,676 - \$7,249**

**RANGE: FI-10**

### **BASIC FUNCTION:**

Under the direction of the Fire Chief, inspect new and existing commercial buildings to assure compliance with established fire, building and related City codes, ordinances and requirements; identify, investigate and coordinate response to violations.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Inspect new and existing commercial buildings, structures and installations including sprinkler systems, fire alarm systems, emergency lights, exit signs and other required equipment and components to assure compliance with established fire, building and other City codes and ordinances; coordinate and facilitate fire prevention through inspection and enforcement activities.

Identify violations; issue corrective orders and citations; notify appropriate agency, member of the community or personnel; perform follow up inspections to assure correction of violations; respond to community complaints concerning alleged violations; collect fees as appropriate.

Serve as an informational resource to the public concerning compliance issues and City building and fire codes and ordinances; respond to inquiries and provide information; prepare and deliver oral presentations concerning fire prevention and emergency practices and procedures; participate in public education programs; prepare related support materials.

Review and evaluate construction plans, drawings, blue prints and specifications to assure compliance with established codes, guidelines and regulations; issue correction specifications; review and approve revised construction plans.

Compile information and prepare and maintain a variety of records, reports and files related to inspections, permits, fees, compliance and assigned activities.

Communicate with City personnel, community organizations and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Train and provide work direction and guidance to designated personnel as required.

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Participate as a member of the fire suppression, rescue or medical treatment team as needed; assist in fire command in response to fire emergencies as needed.

Attend and participate in various meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, techniques, policies and procedures used in building inspection.

Applicable building codes, ordinances, fire regulations and safety precautions.

Principles and practices of fire science.

Modern principals and practices of municipal fire prevention.

Techniques, methods, materials and equipment used in fire prevention, fire suppression and emergency medical services.

Plans examination and review procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

Health and safety regulations.

**ABILITY TO:**

Inspect new and existing commercial buildings to assure compliance with established fire, building and related City codes, ordinances and requirements.

Identify, investigate and resolve code and ordinance violations.

Issue corrective orders and citations.

Interpret, apply and enforce fire, building and related City codes and ordinances.

Organize response to community complaints concerning alleged violations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

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Any combination equivalent to: associate's degree with course work in fire science or related field and three years firefighting, building inspection or related experience including work with fire prevention.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid California Fire Inspector Certificate.  
Valid and appropriate State firefighter certification.  
Desired Emergency Medical Technician Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Adverse weather conditions.  
Working around fumes and smoke.  
Driving a vehicle to conduct work.  
Evening or variable hours, and emergency call-out.

**PHYSICAL DEMANDS:**

Heavy lifting.  
Bending, stooping, crawling, and pulling hoses to suppress fires and rescue victims.  
Reaching overhead and above shoulders.  
Carrying victims.  
Standing and walking for extended periods of time.  
Climbing ladders for rescue.  
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.  
Seeing to fight fires, perform medical procedures and read a variety of materials.  
Physical agility and stamina.

**HAZARDS:**

Smoke and fumes inhalation including toxic gases.  
Working with people with unknown medical problems.  
Working at heights.  
Working in confined spaces.  
Extreme weather conditions.  
Exposure to contagious diseases, blood and bloodborne pathogens.  
Working with hostile or abusive individuals.  
Extreme heat.  
Fire.  
Various immediate dangers to life or health.  
Falling objects.