

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Fire Inspector II	RANGE:	150.3
DEPARTMENT:	Planning & Development Services	FLSA:	NE
REPORTS TO:	Division Manager	EEO:	1

SUMMARY

Performs specialized inspection tasks related to residential and commercial building fire code compliance, balancing team and individual responsibilities. Performs work under limited supervision and within scope of licensure or certification and established guidelines. Provides necessary information for the progress and completion of inspection assignments. Complies with legal standards and requirements. Answers questions pertaining to departmental functions and technical matters and provides technical assistance and information as authorized.

Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Performs tasks related to the inspection of fire flow, fire protection systems, exits or similar installations in commercial, institutional and residential buildings. Writes correction notices regarding compliance issues with applicable fire codes. Issue non-criminal, misdemeanor, and gross misdemeanor citations or performs custodial arrests in accordance with Special Deputy Sheriff Commission, Sheriff's Office policies, and appropriate laws, as directed.

Conducts residential and commercial inspections and plan reviews of burn sites, newly installed fire systems, fire protection features, and occupied businesses and schools to ensure compliance with fire codes and air pollution regulations.

Examines and recommends corrections to building plans or buildings in construction to comply with the International Fire Code.

Monitors work in process to assure observance of safety procedures, applicable codes and regulations, and sound construction practices. Maintains records of construction progress and results of inspections to assure compliance with applicable codes.

Conducts fire origin and case investigations. Prepares investigation reports and uses the Sheriff's Office Records Management System proficiently, in accordance with Sheriff's Office policies and procedures.

Monitors state, county, city and other applicable activities to remain current on changes and new requirements for area of assignment.

Enters, tracks, and looks up inspection data in permit tracking system. Researches, collects and analyzes complex or diverse information and data. Identifies problems and recommends alternative solutions for resolution. Maintains accurate and organized records, databases, systems and files.

Initiates or assists in the preparation of correspondence, reports or other documents utilizing

word processing, spreadsheets, and slideshow presentation software, keeping others adequately informed. Writes concisely and correctly. Organizes information clearly. Annually identifies and completes a service improvement project to increase effectiveness and efficiency of the department.

Assists the public in interpreting and answering complex issues and code-related questions and general inquiries at front counter, general office, and over the phone. Performs residential plan reviews. Identifies customer needs, explains services clearly, and promptly responds to requests. Evaluates priorities and independently addresses assigned matters, inquiries and complaints.

Prioritizes and plans own work activities. Works with others or leads independent organization of inspection schedules. Uses resources effectively.

Issues correction notices and stop work orders in coordination with supervisor.

Assesses compliance and interprets and applies regulations legally and equitably for assigned areas.

Prepares and makes public presentations on topics such as fire prevention, smoke alarm safety, and provides community and/or fire department outreach training annually.

ADDITIONAL JOB DUTIES

Assists with the development of procedures and tasks, as assigned.

Performs all duties of lower- and similarly classified positions and other duties, as assigned.

QUALIFICATIONS

Requires an Associate's degree, one year of fire service experience **AND** 18 months of fire inspection experience **OR** five years of fire service experience **AND** 18 months of fire inspection experience.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

Building inspection practices; building construction materials, methods and terminology; and construction plan reading.

International Fire Code and related codes pertaining to buildings. Code violations at various stages of construction.

Local, county, state and federal laws, agencies policies, rules and regulations applicable to the area of assignment.

Recordkeeping; project management principles; customer service skills; mathematics; English composition and grammar.

Computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.

Safety precautions, practices, and procedures applicable to the area of assignment.

Requires the ability to:

Listen attentively and communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed including facilitating groups, preparing and making technical and/or public presentations which can be understood by non-technical listeners, giving clear directives, and preparing and/or directing the preparation of comprehensive written reports, materials and correspondence.

Maintain appropriate level of confidentiality on all matters.

Use tact, discretion, respect and courtesy to gain the cooperation of others and establish and maintain effective working relationships and rapport with public officials, department heads, co-workers, volunteers, members of the building industry, consultants, representatives of other agencies and businesses, other departments, officials and diverse members of the public.

Fulfill the commitment of the County to provide outstanding public, inter- and intra-departmental customer service.

Be attentive to detail, maintain a high degree of accuracy, make basic mathematical calculations, check data and prepare and review material in reports and correspondence. Recognize, resolve and correct discrepancies in data or information.

Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment. Read, understand and interpret a wide variety of maps, charts, site plans and images, grading, construction drawings, plans, specifications, blueprints, legal descriptions and other documents applicable to the area of assignment.

Organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgement, creativity and logical thinking to obtain potential solutions to problems within the scope of knowledge and authority or refer to the appropriate source. Exhibit reliable attendance and punctuality.

Produce and use documents, spreadsheets and slideshow presentations. Initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information from appropriate sources is included and accurate.

Proficiently operate office and other equipment standard to the area of assignment.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date and using technology to increase productivity.

Work independently or cooperatively as a member of a team.

SPECIAL REQUIREMENTS

Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment.

Background check must meet County criteria for law enforcement positions.

Must pass a psychological evaluation, polygraph examination and job-related tests.

Must be eligible to cross the border between the United States and Canada.

Must possess an International Code Council (ICC) Fire Inspector II certification and maintain throughout employment. Must update Fire Inspector certification every 3 years while employed.

Successful completion the International Association of Arson Investigators (IAAI) Basic Fire Investigation course, or accredited equivalent.

Requires completion of NFPA compliant classes related to fire sprinklers, fire pumps, water tanks, private water mains, fire alarm systems, and other automatic and manual fire protection systems.

Completes field training for arson investigations.

Must possess or obtain a Sheriff's Office Special Deputy Sheriff Commission within 18 months of employment and complete and maintain requirements associated with this Commission including:

- Completing Basic Reserve Peace Officer Training within 18 months of employment.
- Completing use-of-force and less-than-lethal weapons training.
- Meeting and maintaining duty weapon proficiency according to Whatcom County Sheriff's Office standards. Completing Whatcom County Sheriff's Office basic firearms training and other training as mandated.
- Passing written examinations concerning the use of force and Whatcom County Sheriff's Office policies and safety procedures.

Must possess a First Aid/CPR Card and maintain throughout employment.

Haz-Mat Awareness-Level Training to NFPA 472 standard required at time of hire and on a periodic basis throughout employment.

WORKING CONDITIONS

Work is performed in an office setting and at field locations throughout Whatcom County. Sits or stands for long periods of time. May occasionally lift and carry items weighing up to 50 pounds. Will be required to attend meetings or perform duties outside of normal office hours. Carries rotational pager cell phone and must be promptly available for service. Moves throughout the County facilities. Frequently drives a motor vehicle to perform duties in the field, at multiple sites, or travel out of the County. Traverses rough terrain and inclines. During emergency situations may be required to run, shovel, dig or use physical force to protect self and others. May carry firearms and less-than-lethal weapons for personal protection in the field. Works in, on or near water, on ladders, on and near bridges, often in remote locations or close quarters. May travel by boat, river raft, airplane or helicopter and may stand for long periods of time outside in all types of weather. May work near noisy machinery in the field. Possibility of exposure to a variety of environmental and chemical allergens standard to the area of assignment. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

The statements contained herein reflect, as of the date signed, general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, military service, genetics, and any other legally protected class. Whatcom County also complies with applicable state and local laws governing nondiscrimination in employment.

Employee Status: This is an FLSA non-exempt position and, as such, is paid hourly and is entitled to overtime.



Signature

1-16-2019

Date

Administrative Use			
JDE Job Entry		JDE Special Requirements	
Job Code: F325	Reason for Change:	Security: Level 5	Medical Privacy: N
Job Group:	Standard Language	Driving: Frequently	Physical Capacity: N
W/C Code: 1501	Retirement: PSERS	CDL: N	Physical: N
Group:		BBP: N	Polygraph: Y
		Cash Handling: N	Psychological: Y
Performance Evaluation Form: B4		FIRE INSPECTOR I LJOB SS 12/27/18	