



Fire Inspector

Job Description

Department: Public Works
Position: Career Service
Starting Step: 33, Table 14
Supervisory: No
Reports to: County Fire Marshall

Summary

Under general supervision of the County Fire Marshal, performs a variety of working level, technical fire prevention and investigative duties related to fire safety training and code enforcement to prevent loss of life and property caused by fire or other emergencies. Responds to fire and other emergencies in unincorporated Utah County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform annual fire inspections of currently licensed businesses in unincorporated Utah County, non-licensed facilities, and Utah County Government facilities as requested.
2. Issue permits and conduct inspections of Liquified Petroleum Gas (LPG) propane tanks, flammable and combustible fuel tanks, and hazardous materials according to adopted fire codes.
3. Complete and issue explosive blasting permits and conduct on-site inspection for fire code compliance.
4. Provide pre-fire plans, hazardous material inventory lists and other related information regarding permits to city fire chiefs as required by Utah County Fire contracts.
5. Manage a computerized fire inspection program(CitizenServe) which tracks fire code violations of state and county adopted fire code.
6. Review plans, issue operational permits for, and inspect special events, carnivals, fairs, exhibits, and pyrotechnic displays.
7. Respond to emergency calls in unincorporated Utah County areas to oversee operational procedures and look out for County's interest.
8. Serve as Utah County Incident Commander for structural fire emergencies responded to by contract fire departments and implements command structure under the guidelines of Incident Command System (ICS) for fire suppression; manage county structural fire expenditures and support during these emergencies.
9. Function as primary fire investigator under the guidance of the Fire Marshal, for fires within unincorporated Utah County and assists cities when requested.
10. Perform origin and cause investigations of fires.

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Class Code: 4206
Class Title: Fire Inspector
FLSA: Non-Exempt
Effective Date: 7/3/2017
Public Safety: No

Worker's Compensation: Fire
Background Level: I
Safety Sensitive: No
DOT: No

11. Serve on local, state, and federal task forces as assigned; respond to questions and complaints from the public, county departments, and other agencies.
12. Conduct interviews, gather evidence, and compile fire investigation reports as required by state law.
13. Attend Utah Valley Dispatch Operations Board, Utah State Fire Prevention Board Meetings, Utah County Fire Chief meetings, Local Emergency Planning Council (LEPC) meetings to provide and gather up-to-date information on hazardous materials in Utah County and statewide, on a monthly basis.
14. Prepare for and participate in court proceedings; determine completeness of information, adequacy of evidence and general preparedness of various cases for prosecution; present testimony in court relevant to cases investigated; assist prosecutors in preparing exhibits, evidence and witnesses for court.
15. Respond to emergency scenes at request of local fire officials in Utah County.
16. Oversee Utah State Tier II reporting of hazardous materials within unincorporated Utah County.
17. Review zoning clearances and temporary use permits with other County departments.
18. Conduct inspections of fire sprinkler systems as needed.
19. Facilitate invoicing procedures for fire inspections with the Auditor's Office.
20. Investigate fire-related complaints from citizens of Utah County
21. Prepare legal action files on violations as needed and submits the same to the Attorney's Office.

Knowledge, Skills, and Abilities

Knowledge of state, county, and city codes, laws, regulations, and ordinances related to fire prevention, investigation, and prosecution

Knowledge of fire investigation methods and procedures

Knowledge of common fire hazards and related safety precautions

Knowledge of fire fighting methods, techniques, and procedures

Knowledge of hazardous materials

Knowledge of fire sprinklers

Knowledge of firefighting equipment types and varieties and their most appropriate and effective use

Knowledge of equipment maintenance and care

Knowledge of fire vehicle equipment

Knowledge of Incident Command system and fire ground operations

Skilled in interpersonal communication

Skilled in training methods and techniques

Skilled in basic computer use

Ability to organize and analyze evidence related to causes of fire

Ability to determine fire causes

Ability to prepare department reports in a clear and understandable manner

Ability to communicate effectively verbally and in writing

Ability to develop effective working relationships with supervisors, fellow employees, and the public

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Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is subject to all seasonal and weather extremes. This position exposes incumbent to hazard uncertainty and requires physical readiness and conditioning. This job occasionally requires the use of National Fire Protection Association (NFPA) compliant Personal Protective Equipment (PPE). Work requires driving a motor vehicle regularly and incumbent will be on-call for up to two weeks a month. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical 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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Associate's degree or higher in Fire Science or two years of related experience
2. A minimum of one year work experience which includes conducting inspections or other fire prevention services and fireground operations

Preferred Education and Experience

1. Utah State Fire Fighter I or higher or ProBoard or IFSAC equivalent
2. Utah State Fire Office or ProBoard or IFSAC equivalent
3. Utah State Hazardous Materials Operations or ProBoard or IFSAC equivalent
4. Utah State certification as Fire Investigator or ProBoard or IFSAC equivalent
5. One or both of the following national recognized Fire Investigation certification(s):

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National Association of Fire Investigators (NAFI)
International Association of Arson Investigators (IAAI)

Additional Eligibility Qualifications

1. Applicant must possess either Utah State Fire Inspector I or International Code Council (ICC) Fire Inspector Certification at time of application and obtain the other during probationary period for new hires or during the trial period for County Employees promoted into this classification through a competitive recruitment process. *Note: International Fire Service Accreditation Counsel Fire Inspector (IFSAC) certification or National Board on Fire Service Professional Qualifications (ProBoard) may be substituted for the Utah State Fire Inspector I certification.*
2. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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