

**CITY OF BLACK HAWK**  
**2016 Job Description**

---

**JOB TITLE: Fire Inspector**

**DEPARTMENT: Fire**

**REPORTS TO: Fire Chief**

**EXEMPT: No**

**HIRING RANGE: \$29.2246 to \$33.6082/HR**

---

**SUMMARY:**

Under the direction of the Fire Chief, the Fire Inspector performs fire inspections and plan review duties for the Fire Department. Will assist the Fire Chief in the management and functions of the City fire inspections and plan review programs. Performs scheduled annual fire inspections, new construction inspections and performs plan reviews to assure compliance with the adopted fire codes. May be asked to respond to and investigate fire code compliance complaints. Prepares reports in regards to fire inspections, alarms and assists with preparation for the adoption of new fire codes. Reviews alarm and activity reports to assist the Chief in identifying preventative strategies. Identifies training needs and educational activities to maintain and improve professional skill of department members. Reads and studies trade journals and other related data to keep abreast of the latest information in this field of expertise. Requires a high degree of independent judgment, initiative and understanding that must be exercised in customer service and code compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Schedules and performs annual fire inspections and new construction fire inspections.
- Performs code compliance inspections and follow up inspections to assure compliance with adopted codes, national standards and approved construction plans.
- Maintains detailed records of inspection activities. Compiles data, completes necessary reports, forms, computer input and other documentation as needed.
- Authorizes and monitors temporary fire watch permits for compliance and record keeping.
- Performs plan reviews submitted to the City and provides a detailed plan review to the Community Planning and Development department.
- Provides consultation to local businesses and contractors in regards to projects and code compliance.
- Maintains records in regards to the City Fees schedules and prepares necessary documentation for the Finance Department to issue invoices.
- May respond to complaints from internal and external customers.
- Documents deficiencies and violations, and provides guidance for compliance.
- Represents the City to developers, the public, the business community and other public agencies.
- May be required to prepare for and testify in civil or criminal court proceedings.
- Researches codes and standards in order to maintain knowledge and provide information to the City for potential code adoption.

- Performs other related duties as assigned.
- Assist in annual budget preparation.
- May be requested to respond to an emergency scene to evaluate life safety & suppression system.
- Assist with community risk reduction presentations and programs as needed.

## **EQUIPMENT USED**

The Fire Inspector shall be capable of using a multitude of small equipment that may be required for the inspections and plans review processes.

## **QUALIFICATION REQUIREMENTS:**

Ability to be a team player, and establish and maintain an effective and responsive working relationship with peers, City Officials, the community in general, Civic leaders, County, State and Federal personnel. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with a minimum supervision. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Knowledge of modern fire prevention materials, procedures, techniques and equipment.
- Knowledge of building, electrical, mechanical and fire codes.
- Knowledge of inspection techniques.
- Working knowledge of fire suppression techniques and equipment.
- Knowledge of the code enforcement process.
- Knowledge of construction documents and drawings.
- Knowledge of general office equipment and record keeping.

May be subject to written, oral, physical, medical and psychological examinations. Must submit to fingerprinting and to a detailed background investigation.

## **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED required.
- Five (5) years' experience in the fire inspection field required.
- Experience in inspection techniques and plan reviews.
- Additional education and experience in fire suppression, building construction, reading blueprints, and knowledge of building codes is preferred.

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret Fire Service text, journals, incident reports, financial reports and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies and regulatory agencies. Ability to effectively present information to the Fire Chief, Fire Department employees and public groups.

## **REASONING ABILITY:**

Ability to define problems, collect data, establish fact and draw valid conclusions. Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Colorado Driver's License required with a good driving record.
- Must be certified by the State of Colorado as a Fire Inspector II, Fire Suppression System Inspector and Plans Examiner.
- The Plans Examiner certification may be attained within 6 months of employment for a successful candidate.
- Must meet NIMS requirements for the position and CPR certified within 90 days of employment.

## **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 Fire Inspector is regularly required to walk, sit, use hands to finger or feel objects, tools, or controls, reach with hands and arms, climb or balance, stand, stoop, kneel, crouch or crawl, talk and hear.

The Fire Inspector must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the Fire Inspector regularly works in a variety of environments to include inclement weather, active construction sites and crowded businesses. The Fire Inspector frequently drives a motor vehicle. May be seated for long periods of time. May operate the motor vehicle in adverse weather conditions.

## **COMMENTS:**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.