


<b>Scotts Valley Fire Protection District</b>	
<b>POLICY:</b> 1718 <b>DATE APPROVED:</b> 6/11/2008	<b>SUBJECT:</b> Fire Inspector
<b>BOARD CHAIR:</b> <i>Jane Armstrong</i>	<b>FIRE CHIEF:</b> <i>William R. Murray</i>

**Fire Inspector**

**Job Description**

**REPORTS TO:** Fire Marshal

**SUPERVISES:** Non-Supervisory Position

**BASIC FUNCTION:**


Under supervision, conducts code enforcement inspections of existing and new structures, residences with urban wildland intermix areas, businesses and industrial facilities. Under direction from the Fire Marshal, may inspect fire protection systems. Inspections conducted to assure compliance with all State and local ordinances, statutes, codes and standards pertaining to fire and life safety, and initiates corrective measures for abatement of noncompliance. Coordinates emergency preparedness with community groups, including the District's Community Emergency Response Team (CERT) program. Provide the public with information on the preparation for a variety of potential emergency/disaster scenarios. Works with volunteer groups in a variety of settings.

**KNOWLEDGE OF:**

- Laws, codes, ordinances and regulations related to fire prevention, inspection and enforcement.
- California State Fire Marshal regulated occupancies and related code requirements.
- Basic emergency preparedness information for communication to the public.
- Fundamental fire behavior during wildland fire conditions.

**ABILITY TO:**

- Recognize fire hazards and take appropriate corrective action.
- Conduct fire inspections in an efficient manner.
- Prepare and present accurate and reliable written reports containing findings and recommendations.
- Communicate effectively with contractors, the media, community groups and the public.
- Learn District policies and procedures and apply them appropriately.
- Research information to be presented to community groups and/or internal staff.
- Work cooperatively with the City of Scotts Valley, Santa Cruz County and other allied agencies regarding code enforcement and emergency preparedness.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1718</b>	<b>SUBJECT: Fire Inspector</b>

- Update/Revise the District’s emergency plan.
- Establish/maintain good working relationships with private industry and volunteer organizations including Fire Corps, CERT and PCF volunteers, as well as community volunteers.
- Develop multi-year training and disaster exercise schedules for CERT.
- Speak at public engagements to civic and professional groups.

**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:

- Work is performed in an office as well as in the community. May be exposed to loud noises (alarms, sirens, and radios), inclement and hot weather, as well as smoke and other irritants.
- Work hours are generally a 40 hour work week with an occasional requirement for response after hours to incidents.
- While performing the duties of this job, the employee is required to use a computer. Good knowledge of personal computers, including Microsoft Word, Excel and Power Point, Internet and E-mail are required.
- Ability to operate a motor vehicle.
- While performing the duties of this job, the employee is regularly required to lift and/or move objects weighing up to 10 pounds and is occasionally required to lift and/or move objects weighing up to, or over, 50 pounds.
- An employee in this position is occasionally required to stand, walk and sit; climb a ladder or balance; stoop, kneel, crouch or crawl; bend; taste and smell.
- Employees are regularly required to talk and hear.
- Specific vision abilities required by this job include color vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**MINIMUM QUALIFICATIONS**

- Class C California Drivers License
- Pass a medical physical as administered by the District
- Successful completion of a background check
- High school education
- Completion of California State Fire Marshal Fire Prevention 1A, 1B, and 1C
- California State Fire Marshal Fire Investigation 1A and 1B
- PC 832

**DESIRABLE QUALIFICATIONS**

- College degree
- Any combination of education and experience that would contribute toward success in the position