

**FIRE INSPECTOR**

FLSA Status: Covered  
Union Representation: Portland Fire Fighters Association (PFFA)

**Class Summary:**

This is fire prevention inspection work. Employees occupying positions of this class are responsible for conducting standard or specialized inspections of commercial, institutional and industrial properties, multiple family dwellings, floating structures and places of public assembly to identify common fire hazards and violations of city fire regulations. Employees are responsible for fire prevention activities in an assigned area of the city or other specialized inspection work. Some section assignments could involve duties such as reviewing plans (fire and life safety, special events, building, etc), approval of installations (sprinklers, alarms, etc), fire prevention talks and demonstrations, investigation of the origin of fires, and/or inspections for hazardous materials, unique facilities or institutions.

Assignments are received verbally, in writing or generated automatically by computerized fire inspection management software. Incumbents must use training and experience to correctly identify inspections to be performed and subsequent violations. Work is reviewed for quality of inspections conducted and compliance with fire prevention codes, laws, policies and practices. Inspections are conducted alone, with other inspectors, or with general fire fighting personnel. Detailed regulations control the violations to be observed. Electronic inspection reports and notices of violations are prepared. Initial inspections are reviewed after a specified period of time to determine if the violation has been corrected. Willing compliance is sought, with legal action initiated as the last means to correct the violation.

Employees of this class, regardless of section assignment, are expected to use and gain proficiency of applicable Fire Information Systems computer software packages and any other software, electronic management or communications devices which may be provided to manage their day-to-day prevention activities. When directed to do so by the Fire Chief, employees in this classification perform all of the duties of a Fire Fighter. During significant events or emergencies, inspectors maintain a state of preparedness to operate reserve apparatus or report to the event or emergency. Inspectors participate in the necessary refresher training in order to maintain required emergency response skills and EMT Basic Certification.

**Examples of Work:**

Performs systematic, comprehensive fire prevention inspections in commercial and industrial structures, multiple dwelling structures, and places of public assembly to enforce fire codes.

Performs specialized inspections such as inspections of schools, automatic sprinkler systems, hazardous materials, building plans and specifications, institutions for human health and welfare, and marine vessels.

Performs building plan reviews and fire and life safety plan reviews.

Performs inspections of sprinkler systems, alarm systems and fixed extinguishing systems.

Notes violations of codes; seeks compliance with codes; prepares electronic and written reports and notices; and refers cases of noncompliance to legal authorities.

Makes presentations to groups in fire safety and prevention techniques.

Keeps electronic records and maintains computer files on inspections conducted.

Conducts original and follow up investigations to determine cause, origin, and responsibility for fires.

Operates various test instruments to identify sources of ignition and materials ignited in fires.

Interviews witnesses, suspects, fire fighter personnel to obtain information; determines if negligence or criminal wrong doing is present; examines records and documents.

Maintains surveillance of suspects; advises suspects of constitutional rights; prepares case for trial.

Determines monetary value and loss caused by fires.

Prepares detailed electronic and written reports on investigations.

**Not all the work performed is specifically described. Not all tasks are done at all work locations.**

**Knowledge, Skills and Abilities: (Required at time of appointment)**

Knowledge of current literature, trends, and developments in the field of fire prevention inspection.

Knowledge of fire prevention inspection methods.

Knowledge of current fire fighting procedures and techniques.

Knowledge of residential and commercial building design, construction methods, and construction materials.

Knowledge of the fire hazards associated with various types of construction.

Knowledge of fire chemistry and fire behavior.

Knowledge of hazardous materials - their characteristics and methods of controlling combustion or explosions.

Knowledge of approved methods of preserving evidence of arson.

Knowledge of Fire Information Systems software and other related computerized research and code prevention management tools.

Ability to be self-motivated and use effective time management skills

Ability to analyze and problem-solve

Ability to examine physical evidence and determine cause of a fire

Ability to interrogate witnesses, suspects, and fire fighting personnel

Ability to preserve evidence and to testify in court.

Skill in conducting fire inspections in a detailed and efficient manner.

Skill in recognizing fire hazards and in making practical recommendations for their correction.

Skill in reading, understanding and interpreting written material including codes, regulations, complex technical reports and manufacturer's information.

Skill in preparation of electronic and written reports and correspondence

Skill in filling out forms and preparing technical material with extreme accuracy and reasonable speed.

Skill in effective oral communication under adverse conditions.

Skill in group communication.

Skill in dealing tactfully with the public and maintaining composure in stressful situations.

Skill in establishing and maintaining effective, courteous, and tactful working relationships with superiors, building inspectors, other City employees, and the general public.

Skill in operating computers and other electronic communication devices.

Skill in use of self-motivation and time management techniques and tools.

**Special Requirements:**

Possession of a valid state driver's license.

Current State of Oregon EMT Basic Certification.

Obtain ICC Fire Inspector I Certification prior to completion of probation.

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**Class History:**

Adopted:

Revised: 03-19-85; 08-19-86

Revised: 08-24-05 Updated for use of computer equipment; clarified duties for specialized sections; added ICC Fire Inspector I Certification.

June 2009 - Change Job Class number from 1453 to 30000808, due to system change.