

**SENIOR FIRE INSPECTOR**

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

**Class Summary:**

This is supervisory and advanced fire prevention inspection work. In addition to advanced knowledge and proficiency in the qualifications and skills of a Fire Inspector, employees occupying positions of this class are responsible for supervising the work of a group of fire inspectors, for providing staff assistance to the Deputy Chief Fire Marshal and Fire Marshal, and for conducting complex or confidential investigations. Some section assignments require responsibilities such as: Community Risk Management, Fire Museum, Learning Center, plan review (initial building plans, fire and life safety, special events), approval of installations (sprinkler systems, alarm systems, etc.), and/or fire investigation work.

Recurring duties are carried out with relative independence, with a supervisor available to explain new or revised methods or requirements and to resolve unusual problems. Work is reviewed for compliance within established policies and standards and evaluated on the basis of reports and observation of results obtained. Employees of this class should be proficient in the use of the Fire Information Systems and other bureau-provided electronic management and communication tools.

**Examples of Work:**

Supervises assigned staff, including determining work needs, setting priorities, assigning work, reviewing and approving electronic inspection reports generated by their staff, scheduling and conducting staff meetings, responding to employee questions and concerns, conducting performance evaluations, assisting staff in solving complex inspection problems, making policy decisions on code interpretations.

Personally conducts investigations that involve large property damage or loss of life, large insurance claims or probability of arson, for training purposes or where conditions may be encountered that lead to complex Codes interpretation or that present imminent danger to persons.

Assigns cases to fire and arson investigators; coordinates the work of investigative personnel, and participates in investigations as needed; confers with a supervisor on progress of investigations; coordinates efforts with other fire divisions, with state and federal agencies, and insurance companies.

Reviews staff reports from investigations; addresses problem areas.

Analyzes training needs of staff and individuals; researches and evaluates type and quality of training available; arranges for special training sessions, seminars and classes to upgrade skills and stay current on new developments and does considerable training personally of staff, especially in technically complex areas.

Conducts research, does investigations and makes reports on special projects; formulates detailed recommendations for review by Fire Marshals' office; and serves in support role to upper management as assigned.

Maintains or ensures maintenance and accuracy of comprehensive computerized and hardcopy files and record systems in specific areas that includes reports and investigations,

inspection records, permit and plan review records, financial records, personnel records, training records and other section activities.

Prepares or directs preparation of responses to insure company inquiries, policy investigations and citizen concerns in the form of letters, reports and phone calls.

Keeps current on laws, court decisions, practices, procedures and investigative methods through research, reading current publications, attending conferences and workshops.

Conducts fire safety classes at schools and before groups; edits fire prevention publications; serves as an official Fire Bureau media representative.

Testifies in court as an expert witness.

**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 Fire Information Systems and other bureau-provided computer and electronic management and communication tools.

Knowledge of current literature, trends, and developments in the field of fire prevention inspection, including codes, laws and legal interpretations.

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 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 modern principles of management and supervision applicable to public jurisdictions.

Ability to manage and coordinate the activities of volunteers.

Ability to analyze and problem-solve.

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

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

Skill in effective time management

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

Skill in preparation of written and electronic reports and correspondence.

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

Skill in effective verbal and written communication under varying conditions, including group communications.

Skill in use of Fire Information Systems and other related computerized and electronic data management systems as supplied by the bureau.

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, subordinates, building inspectors, other City employees, and the general public.

**Special Requirements:**

Possession of an ICC Fire Inspector I Certification; must obtain ICC Fire Inspector II Certification by the end of probationary period.

Possession of a valid State driver's license at the time of appointment and maintain same during the term of appointment.

Current State of Oregon EMT Basic Certification.

If assigned to the Plans Review Section, must obtain ICC Fire Plans Examiner Certification within one year of assignment.

Chief Fire Investigator's position requires DPSST Basic Police Officer Certification and DPSST Certified as a Fire Investigator at the time of appointment.

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**Class History:**

Adopted: 09-16-75

Revised: 08-05-88

Revised: 08-24-05 Updated systems knowledge; described work in specialized sections; added ICC Fire Inspector II Certification; added Fire Plans Examiner Certification for Plans Section assignments.

Revised: 08-30-05 Removed ICC Fire Inspector II Certification and added Fire Plans Examiner Certification for Plans Section assignments.

June 2009 - Change Job Class number from 5221 to 30000811, due to system change.

Revised: 01-20-10 Updated Special Requirements certifications and driver's license requirements.

Revised: 01-29-18 Updated Special Requirements to add a certification requirement for the Chief Fire Investigator position.