



<b>Job Title</b>	<b>Fire Code Inspector I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>14401</b>

**Class Specification – Fire Code Inspector I**

**Summary Statement:**

The purpose of this position is to complete assigned inspections throughout the city or assigned geographical location to include, but not limited to school, Hazmat, high pile, operational and occupancy permit inspections. This is accomplished by examining the interiors and exteriors of buildings to determine hazardous conditions or violations of applicable fire codes; consulting with the public, business owners, contractors, consultants, and engineers concerning unsafe conditions; recommending corrective actions; and verifying compliance. Other duties include coordinating assigned activities and services with those of other City departments and outside agencies; maintaining and updating a variety of files and recording concerns of inspection activities, phone calls and meetings; operating data systems to prepare related reports and correspondence; consulting with business owners and hazardous materials specialists regarding the safe usage, handling, transporting, and storage of hazardous materials and flammable liquids; and ensuring that the businesses are using hazardous materials in accordance with pertinent codes and laws.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Fire Code Inspector series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Performs assigned inspections and conducts a full range of fire code inspection duties; applies and enforces pertinent Federal, State, and local laws, codes, and regulations including the locally adopted fire code; building and mechanical codes, related hazardous materials analysis equipment; ensures reporting is up-to-date; and establishes and maintains effective working relationships with those contacted in the course of work; communicates to the customer clearly and concisely both verbally and in writing; and follows up on any issues found during inspections.



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10%	Works on department and division goals and objectives as assigned by the Fire Marshal or Deputy Fire Marshals; completes projects and objectives as assigned in the annual performance planner; and assists other members of the department, division, section or work team with tasks and projects as needed and assigned.
10%	Attends staff meetings, project meetings, interacts with customers and stakeholders as needed to discuss and coordinate fire code compliance measures.
5%	Issues special event permits and provides services for events including fairs, carnivals and etc.; as well as indoor and outdoor pyrotechnics; and making sure fire extinguishers are available and serviced.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of



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the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in code compliance fire suppression and construction principles.

**Experience:** One year of full-time code inspection, paid firefighting experience, documented evidence of knowledge and application of municipal and/or criminal codes & ordinances or knowledge and application of model building and/or fire codes.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

International Code Council (ICC) Fire Inspector I Certification	Within 12 months of start date
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State of Colorado Fire Inspector I	Within 12 months of start date
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ICS 100	Within 12 months of start date
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ICS 200	Within 12 months of start date
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ICS 700	Within 12 months of start date
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Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Position has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.



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**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment, sound level meters, water flow tools and appliances, voltmeters, tablets, and slates.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014