



<b>Job Title</b>	<b>Senior Fire Code Inspector</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>14403</b>

**Class Specification – Senior Fire Code Inspector**

<b>Summary Statement:</b>	
<p>The purpose of this position is to conduct construction plan reviews and inspections for construction projects within the City of Colorado Springs; perform a variety of hazardous materials, fire code, and research tasks for the Fire Department to ensure improved fire protection for the City’s residential and commercial facilities; assist in managing the hazardous materials permit program; serve as technical advisor to City staff and outside contractors; advise members of the general public regarding fire code; assist in code compliance; provide assistance to the Fire Marshal and Fire Chief; assist private and public organizations for purposes of safeguarding life and property against fire, explosions, and related hazards; and review and study industrial, mercantile, public buildings, and other property before and after construction concerning hazards associated with hazardous materials.</p>	
<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.
60%	Requires the ability to read and understand construction plans and project information; evaluates and recommend alternative methods for compliance with applicable codes and standards; responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for projects; evaluates and interprets code, ordinances, and legislation; provides hazardous material fire code review for projects; interprets drawings and plans; advises on proper fire safety measures; negotiates and provides consulting on acceptable levels of fire safety; evaluate alternative methods and makes recommendations to the Fire Marshal or designee; performs research, interprets, and makes recommendations. Requires the knowledge of various heat and flame test equipment; specializes in hazard system test equipment; handles chemical analytical testing and sampling equipment; and conducts hazardous materials inspections in compliance with fire codes and federal regulations.
30%	Conducts inspections for compliance to codes, standards, and plan review to ensure life safety requirements are met; prepares detailed reports of findings; researches, compiles information, makes recommendations, and implements programs related to hazardous materials and fire codes; develops City codes, fire codes, and City ordinances or amends current ones; develops policies, procedures, and goals; develops and designs web based hazmat permit and chemical inventory reporting and tracking system; evaluate and



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	recommend fees associated with hazardous material permits; conducts inspections for code compliance; assists with fire investigations; and provides technical support to City departments, and engineering and architectural firms.
10%	Evaluate, design and modify training curriculum for new employees. Provide field training evaluations on new employees. Conduct reviews and make recommendations on quality control items.

<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 the organization.

<b>Relevant Background and Formal Education:</b> 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:	Bachelor's degree from an accredited college or university with major coursework in fire protection engineering, public administration, or a related field.



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Experience: Five years of full-time responsible experience as a fire code inspector I/ II or equivalent. In the assigned area of hazardous materials, requires the five years of responsible experience in a position dealing with chemicals or hazardous materials; and code enforcement experience.

<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
International Code Council (ICC) Fire Inspector Certification II	Within 12 months of start date
International Code Council (ICC) Fire Plans Examiner	Within 12 months of start date
Hazardous Materials Awareness	Within 12 months of start date
State of Colorado Inspector III/Plans Examiner	Within 12 months of start date
State of Colorado Fire Suppression System Inspector	Within 12 months of start date
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 700	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**  
 Work requires the occasional direction of helpers, peers, assistants, seasonal employees, interns, volunteers, or temporary employees.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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**Physical Demands:**

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. Will be required to successfully complete a spirometry test in order to wear a self-contained breathing apparatus (SCBA).

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

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, 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