

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Fire Inspector

Department: Fire

Employment Status: Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: Under limited supervision, is responsible for fire inspections in new and existing structures; performs reviews of building construction plans; investigates fires to determine cause and origin; educates the public in fire safety and fire prevention code requirements; presents educational programs at school and other events; may perform other duties as assigned. The fire inspector reports directly to the fire chief.

EQUIPMENT & JOB LOCATION: This position requires thorough knowledge of fire/EMS tools and equipment, including: computers, video and photography equipment, communication equipment, fire vehicles, and general office equipment. The job site includes a variety of areas inside and outside the City of West Carrollton.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Performs and directs fire safety inspections, prevention programs, and investigates cause and origin of fires.
- Assumes control of fire scene investigations and provides for the security of evidence until completion of the investigation.
- Testifies in trials, hearings, and depositions; participates in searches, seizures, and confiscations.
- Conducts plan reviews.
- Ability to produce detailed reports in a timely manner.
- Attends staff meetings when required.
- Develops materials such as slides, videos, pamphlets, and brochures to be utilized in presenting safety programs.
- Coordinates fire prevention events when necessary.
- Enforces all federal, state, and local laws, statutes, and ordinances.
- Performs other related duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to fire and EMS calls that require resources to investigate, mitigate, and control the emergency.
- Responds to serious or unusual situations.
- Attends fire organization or community meetings as directed.

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- Performs civic functions by providing public education and fire prevention information through various programs; provides other public safety information or activities as needed.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Possess a valid Ohio Firefighter Level I.
- Possess a valid Healthcare Provider CPR Card.
- Possess a valid Ohio Fire Inspector certification.
- State of Ohio Fire Investigation certificate within one year of hire date.
- National Fire Investigation Association (NAFI) or International Association of Arson Investigators (IAAI) within one year of hire date.
- Possess all Federal and State certifications, as required.

PREFERRED EDUCATION AND EXPERIENCE:

- Minimum two (2) years of fire inspection experience.

DISIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- In-depth knowledge of recognized national, state, and local fire code standards.
- Thorough knowledge of current concepts and practices in firefighting and emergency medical care.
- Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.
- General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- Ability to plan, schedule, and coordinate the work and operations of assigned department.
- Ability to learn the geography, water system, and major life/fire hazards within the city.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the public.
- Ability to handle confidential information.
- Ability to understand and execute oral and written directions.
- Skill in dealing firmly, tactfully, and courteously with the public.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak, and write clearly and professionally, and comprehend written documents.
- Ability to work independently under direction of the Fire Chief.

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NECESSARY SPECIAL REQUIREMENTS:

- Possession of or ability to obtain promptly, a valid Ohio Driver's License.
- Must be in good physical condition, e.g. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of West Carrollton.
- Ability to attend various meetings, training sessions, and workshops as necessary to maintain proper licenses and certifications.
- Ability to work other than normal working hours.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)