

## Class Title: Fire Inspector

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs fire inspections and investigates fire code and hazardous material violations and ensures corrective action through proper completion of paperwork and follow through that can include criminal/legal statements. Performs fire cause and origin investigations as well as investigations of environmental crimes and pollution hazards and supports operational needs by filling operational assignments as needed. Fire Inspector may be required to respond to incidents that are later declared to be acts of terrorism.

Generally, performs duties as a fire inspector, but can be called upon to perform job tasks as described in the essential functions outlined in Classification Specification 300617 (Firefighter EMT-A) and as needed, shall perform to the level of their Virginia Emergency Medical Certification. The Fire Inspector will be required to serve in an on-call capacity in order to provide assistance to on-duty staff as a matter of normal job function during off duty hours or in the event of major emergencies or significant events. When on-call, the Fire Inspector must be able to arrive at a designated location within the City of Norfolk, within 45 minutes of the response notification. The Fire Inspector may be called on to act as an Assistant Fire Marshal. The Fire Inspector is subject to emergency recall during times of operational need. Examples of operational need include, but are not limited to, staffing shortages, weather events, multi-alarm fires, hazardous material incidents, and acts of terrorism. These events may require the Fire Inspector to work multiple consecutive shifts.

Selected Fire Inspectors are required to achieve and maintain law enforcement training, qualifications and certifications, as appropriate for the position.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs fire and safety inspections by visiting sites, searching for and documenting fire code violations, explaining violations and possible corrective action, coordinating with other agencies, researching files, and issuing citations. Conducts investigations by digging and numbering debris, supervising other investigators, reconstructing and documenting scenes, interviewing witnesses and firefighters, consulting with experts, consulting with insurance agents, collecting evidence, and obtaining warrants.
2	H	Addresses other duties by preparing reports, writing parking tickets, interviewing witnesses, testifying in court, working with attorneys, performing investigations of environmental crimes, attending training, giving public information presentations, may be activated for department operations.
3	M	Inspects businesses which store, manufacture or use Hazardous materials. Maintain accurate files for Tier II reports and material safety data sheets (MSDS). Assist City of Norfolk Environmental Crimes Task Force in planning enforcement and prosecution. Subject to being “on-call” on nights, weekends and holidays.

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4	H	When necessary, wears personal protective clothing and equipment including self-contained breathing apparatus to perform emergency operational tasks and or investigations.
5	M	During times of need, can be assigned to operational units that will respond to emergency events, requiring the Fire Inspector to maintain a level of physical fitness that enables acceptable job performance. During these times the Fire Inspector will be expected to physically perform in the operational position assigned and perform to the level of their medical certification.
6	H	When required, can perform the mental and physical duties of a Law Enforcement Officer by conducting investigations, apprehending suspects and making arrests.
7	M	Administers Fire Safety Program by arranging and conducting public programs and training.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific technical nature which may be obtained in advance of an assignment but is not required. Specific training beyond the high school diploma or the equivalent GED in the fields of fire inspection / fire safety, fire cause and origin determination or environmental crimes mitigation is preferred. Junior college, vocational, business, technical or correspondence schools are likely sources to achieve this desirable educational exposure.
Experience	Six (6) years of experience as a Norfolk Fire-Rescue firefighter.
Certifications and Other Requirements	<p>Valid Driver’s License. Virginia Emergency Medical Technician Advanced (EMT-A) certification (or higher). Fire Inspectors are expected to maintain their respective Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician certification that they were promoted or laterally assigned with.</p> <p>The following certifications are preferred and if selected as a Fire Inspector must be achieved within 12 months of selection to the Fire Marshal’s Office: Virginia Department of Fire Programs Certifications Fire Inspector (1031) and Fire Investigator (1033).</p> <p>In addition to the above, any other “Firefighter Professional Qualifications” as required by the Virginia Administrative Code.</p>
Reading	Work requires the ability to read various manuals and code books.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic mathematical calculations.
Writing	Work requires the ability to write inspection and citation forms and witness statements. Compose letters and lesson plans for training using written skills and electronic aids (i.e. computers; iPads; etc.).
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

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Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives. Meet with the general public to perform Fire Safety programs, Career Day displays, Health Fairs.
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**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Safety inspections, interviews, giving presentations
Sitting	F	Driving, surveillance, computer, desk work
Walking	F	Safety inspections
Lifting	O	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Carrying	O	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Pushing/Pulling	R	Safety inspections, collecting evidence
Reaching	F	Testing smoke alarms and lights, collecting evidence
Handling	F	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Fine Dexterity	F	Computer keyboard, writing, collecting evidence
Kneeling	F	Safety inspections, collecting evidence
Crouching	F	Safety inspections, collecting evidence
Crawling	O	Safety inspections, collecting evidence
Bending	F	Safety inspections, collecting evidence
Twisting	F	Safety inspections, collecting evidence
Climbing	F	Ladders, stairs, catwalks
Balancing	R	On ladders, stairs, catwalks
Vision	C	Computer, desk work, safety inspections, driving
Hearing	C	Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings
Talking	F	Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings
Foot Controls	F	Driving
Other (specify)	O	Operates 40' Safety trailer for Public education
Other (specify)	O	For the physical demands of an operational assignment please see Classification Specification 300617 (Firefighter EMT-A)

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Flashlight, camera, telephone, fax machine, combustible gas meter, general office supplies, sampling equipment, binoculars, computer, Standard Microsoft Windows and Office software, incident reporting software, Internet and the tools associated with emergency firefighting or EMS work.

**ENVIRONMENTAL FACTORS:**

D = Daily    W = Several Times Per Week    M = Several Times Per Month    S = Seasonally    N=Never					
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	-
Electrical Hazards	D	Noise and Vibrations	D	Shop	-
Fire Hazards	D	Fumes and Odors	D	Vehicle	X
Explosives	M	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	D	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

- (1) Emergency Scenes
- (2) Emergency Scenes

**PROTECTIVE EQUIPMENT REQUIRED:**

Turn out gear, hazmat suite, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained Breathing apparatus (SCBA), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest, firearm, bullet proof vest, and PFD.

**NON-PHYSICAL DEMANDS:**

C - Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)