

## Storey County Job Description

# Fire Inspector Trainee

<b>Class Title:</b>	Fire Inspector Trainee
<b>Reports To:</b>	Community Development Director or designee
<b>FLSA Status:</b>	Non-Exempt
<b>Created:</b>	September 2, 2019
<b>Last Revised:</b>	September 2, 2019

### JOB SUMMARY

Under close supervision and direction of the Community Development Director or his/her designee, receives training in the field while assisting in technical fire inspection work in enforcing compliance with commercial, non-commercial structural, fire prevention, and other related fire codes, regulations, and ordinances; receives training in the field while assisting in enforcement activities as related to the International Fire Code (IFC), Nevada Revised Statutes (NRS), and Nevada Administrative Codes (NAC), and related federal, state, and local regulations relating to fire prevention and suppression systems inspections and code enforcement.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the Fire Inspector series. The incumbent is expected to learn the full-range of Fire Inspector duties, meet the necessary education and/or certifications for the Fire Inspector I classification, and be classified as a Fire Inspector I within 12 months of hire. Fire Inspector Trainee is distinguished from Fire Inspector I by the level of required experience, education and/or certifications, and level of supervision and authority.

### ESSENTIAL FUNCTIONS

Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. These tasks will be performed under the supervision of the Community Development Director or his/her designee.

1. Receives building, grading, and other permit applications, plans, and fees; processes applications and plans, and reviews them for completeness and conformance with policies and procedures.
2. Assists in reviewing building plans, specifications, and calculations of to ensure compliance with codes; assists with the approval process of permit applications and plans prior to permit issuance; calculates permit fees; coordinates plan review and approvals with other county departments, the Storey County Fire Protection District, applicable architectural review boards, and other agencies.
3. Inspects new buildings and structures, and additions to and alterations of existing buildings and structures, for compliance with codes; assists in the preparation of detailed reports on the condition of structures, and compliance and non-compliance with codes; issues compliance, non-compliance, and abatement notices; maintains inspection files, conducts follow-up inspections, and applies abatement procedures.

4. Assists with site inspections for potential and reported fire hazards, hazardous materials, and related code violations; completes or causes to be completed residential fire fuels clearance inspections; determines if action is required; takes appropriate action; and reports status to the director, director's designee, or other department staff as appropriate.
5. Under supervision, assists with reviewing fire and life safety plans for new building grounds; subdivisions; streets, driveways, and parking lots; and assists with preparing recommendations for corrective action and/or acceptance.
6. Observes the testing, demonstration, and use of various fire detection and suppression systems and equipment; assists in ensuring that fire-flow water supply is adequate and reliable by monitoring the amount of water available to the system, the degree to which the system is capable of moving the available water throughout the town, neighborhood, or local system, and how readily fire jurisdictions have access to the water supplies wherever and whenever it is needed; recommends corrective action.
7. Assists in business license and annual commercial fire compliance inspections.
8. Confers, educates, and coordinates with developers, customers, community groups, property owners, and the public about codes and related subjects; facilitates proactive voluntary code compliance; and empowers community self-help programs.
9. Assists with site inspections coordinates with other departments on administering applicable land use regulations, special use permits and variances, court data, corporation status, county assessor, and other databases and organization sources.
10. Maintains NFPA membership and issues new NFPA standards to all staff as changes occur; remains current on fire and life safety codes and regulations for commercial and non-commercial buildings and uses; works closely with the fire prevention staff and building and planning departments in administering applicable regulations; and reviews agenda items, inspection reports, special use and other planning permits and reports, and other information needed to assure that existing and proposed uses conform to fire codes, zoning codes, and other regulations.
11. Assists departments and staff with special county projects when available and as needed, including coordinating staff from other departments, jurisdictions, and resources; providing fire codes and technical advice; leading various project review meetings; and liaising with management, boards, committees, and commissions.
12. Remains current on new and proposed federal and state legislation related to the field; provides comments and recommendations to the director or his/her designee.
13. Coordinates with appropriate building officials, supervisors, entities and other administrators in locating vacant and abandoned buildings and structures; posts notices.
14. Assists with educational fire safety training in cooperation with the Storey County School District, National Fire Protection Association, and otherwise as approved by the director. Each year is a new topic as published in the NFPA, and this position is to be aware of the topic and deliver said topics in a professional manner at all educational facilities within the department.
15. Assists Department staff in meeting with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities and companies proposing to build or locate in Storey County; maintains active involvement and coordination with

the county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups including the Highlands Fire Safe Council, property and homeowners associations, general improvement districts, and other community groups.

16. Serves as a representative of Storey County and the Community Development Department, demonstrating professionalism, courtesy, discretion, and appropriate tact in all interactions with other employees as well as the public.
17. During emergencies may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

### **QUALIFICATIONS:**

#### Knowledge of

1. Universal building construction and plan vocabulary, techniques, and principles as related to fire prevention and life safety; familiarity with the International Fire Codes and other federal, state, and county regulations applicable to residential and non-residential fire prevention and suppression; and field inspection practices.
2. Familiarity with federal, state, and county codes and regulations relating to fire prevention and related life safety, hazardous material use and storage, wildland urban interface codes including residential and non-residential fuels clearances.
3. Business and geometric mathematics sufficient to calculate measurements of construction plans and sites; water flows, pressures, distance, and volume; and permits and other fees.
4. Basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other applicable programs and software.
5. Principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.

#### Skill to

1. Learn through formal methods and in the field about fire inspection.
2. Use correct English usage including grammar, punctuation, and vocabulary.
3. Apply principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.
4. Perform mathematical calculations applicable to building and site plans and permits, including fire prevention and suppression systems; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
5. Maintain accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.

## Ability to

1. Obtain the necessary and experience, education, and/or certifications, and otherwise qualify for the Fire Inspector I classification within 12 months of hire.
2. Perform thorough and accurate examinations of basic commercial and non-commercial building site plans and specifications with guidance by qualified inspectors.
3. With guidance, perform thorough and accurate code compliance inspections; apply codes and regulations to practical use and under varying conditions; investigate complaints, evaluate alternatives, recommend appropriate resolutions; enforce regulations with firmness, tact, and impartiality.
4. Effectively communicate verbally and in-writing; gather, analyze, and prepare valid and reliable data and information; present to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation in a team environment; act courteously and communicate effectively with others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
5. Operate basic modern office equipment including telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other programs and systems applicable to the position; type at a sufficient rate and with accuracy to perform the functions of the position; and operate a motor vehicle for intermittent and extended periods.
6. In accordance with law, maintain and handle information in a highly confidential manner.
7. Represent the department in the court of law and testify on matters pertaining to building development, code enforcement, violations, and related matters, as necessary.
8. Continue education and training to remain current on latest policies, practices, and required certifications; remain current on new and proposed federal and state legislation related to the field.

**LICENSING, EDUCATION & OTHER REQUIREMENTS:**

9. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
  - High school diploma or equivalent; or
  - Experience in fire operations; or
  - Equivalent combination of education and experience.
10. General knowledge of industrial, commercial, and non-commercial plan checking, fire prevention inspections, code enforcement, or building trades and construction as related to fire prevention – strongly preferred.
11. Associate's degree in fire science or related field preferred
12. International Code Council (ICC) Fire Inspector I – must successfully complete within 12 months of hire.
13. Possess and maintain a valid Driver License appropriate for vehicles and other equipment operated.
14. Pass a criminal background investigation.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:** The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 50 pounds; reaching for items above the head and below the feet; enter confined spaces and other areas; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.
- **Working Environment.** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is typically performed independently with reporting directly to immediate supervisor. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.