

JOB DESCRIPTION
FIRE INSPECTOR II
FIRE PREVENTION BUREAU/PUBLIC EDUCATION

GENERAL RESPONSIBILITIES

- I. Fire Prevention Bureau
- II. Emergency Responses
- III. Policies & Rules
- IV. Public Education/Public Relations

This individual will report directly to the Fire Marshal.

The Inspector II is charged with the legal responsibility, by Ordinance, for enforcement of the Fire District Building Code, Fire Prevention Code and Basic Fire Control Ordinance under the supervision of the Fire Marshal, as his authorized representative.

This individual shall be a Certified State Fire Inspector through the Missouri Division of Fire Safety and have a minimum of two (2) years of increasingly responsible professional experience in fire protection, plan review, fire code enforcement. An Associate's degree from an accredited college or university with major coursework in fire science, fire prevention or protection, or a closely related field is highly desirable.

These areas of general responsibility are further classified into specific job functions as noted in the paragraphs that follow.

SPECIFIC JOB FUNCTIONS

- I. As Inspector II of the Fire Prevention Bureau will be responsible, by Ordinance, for enforcement of the Fire District Building Code, Fire Prevention Code and Basic Fire Control Ordinance, this employee....

will be responsible for plan review of new construction projects including, but not limited to:

commercial projects, apartments, condominiums, sprinkler systems, fire alarm systems, range hood fire suppression systems, fuel tank installation and removal;

will be responsible for reviewing building plans for compliance with the Building and Fire code of the District, meeting with architects, engineers and owners of projects to assist in the streamlining of the review process;

will be responsible to perform subsequent inspections for the assigned commercial and residential new construction projects;

will be responsible for the inspection of proposed sites for open burning to verify proper clearances to structures, vegetation, and adjacent properties;

will be responsible for the inspection of proposed sites for commercial fireworks displays to verify proper clearance to structures, vegetation, and adjacent properties and to ensure adequate insurance;

will be responsible for the annual fire hydrant flow testing for the V.A. Hospital for all of their private fire hydrants and various other facilities;

will be responsible for handling complaints from the general public of alleged violations of the Fire District Building Code, Fire Prevention Code and Basic Fire Control ordinances and conducting subsequent inspections;

will be responsible for follow-up to engine company inspections (when there are major and/or numerous violations from an engine company inspection). The Inspector II will perform an inspection and supplementary inspections to obtain code compliance;

will perform annual inspections of Veterans Administration Hospital complex, the National Guard base in Jefferson Barracks, schools, day care centers, hotels/motels and churches as assigned;

will be responsible for new occupancy inspections of businesses to verify compliance with the Fire District's ordinances;

II. This individual is responsible for

assist at fire/emergency scenes when requested;

shall assist with fire investigation as requested;

shall respond upon activation of the District's disaster plan and perform all necessary functions as assigned;

III. This individual is responsible for the Rules and Policies for the Fire Division....

shall be responsible for the compliance with the Rules & Regulations, Employee Manual of Policies & Procedures, Standard Operating Procedures, Ordinances and Missouri State Statutes;

IV. This individual is responsible for assisting with Public Education/Public Relations....

shall be responsible for record keeping & assisting with scheduling public relations events;

shall perform public relations and public education as assigned;

RECAPITULATION

The position of Fire Inspector II is a full time forty hour week.