

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Position Description Fire Inspector	<b>NUMBER:</b> #103
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<b>EFFECTIVE DATE:</b> May 1, 2007	<b>REEVALUATION DATE:</b> May 1, 2008
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**This guideline rescinds all previously issued guidelines, procedures, policies, notices, and / or practices in conflict.**

**I     PURPOSE**

To establish the duties and responsibilities of a Fire Inspector for the City of Auburn Hills Fire Department as defined by the accompanying position description.

**II    PROCEDURE**

In the position of Fire Inspector the individual will assume the authority and responsibility of command due persons of the rank of Firefighter. At incident scenes, the individual will work under the supervision of the highest ranking command Officer. In the absence of higher command, the individual will work in conjunction with other firefighters present or assume command as the senior firefighter.

**REVISION RESPONSIBILITY**

Revision responsibility shall rest with the Fire Chief with the concurrence of the City Manager.

## POSITION DESCRIPTION

Class Title: Fire Inspector	Job Code Number: 23410.03
Department: Fire	Grade Number: None
Division: Prevention	Union: IAFF
Date: 05/01/2007	Location: Public Safety Bldg.

### **GENERAL SUMMARY:**

Performs a variety of administrative and technical work related to fire inspection and prevention.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Captain of Fire Prevention.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responds to alarms as needed. May assume command and direct activities at the scene of incidents in the absence of a higher ranking officer.

Conducts inspections of new and existing structures for compliance with current applicable fire codes and standards. Resolves compliance problems with owners within the scope of knowledge and authority.

Conducts public information programs including training, equipment demonstrations, fire safety lectures, and personnel recruiting. Such programs may be for municipal officials, civic organizations, community groups, schools, and other organizations.

Develops and updates strategic plans, City emergency operations plans, firefighter right-to-know, and mutual aid plans.

Completes reviews and recommend approval of construction documents for code compliance.

Conducts investigation of all fires of accidental, suspicious, or undetermined causes.

Responds to and investigates complaints regarding fire code violations and fire hazards.

Issues warnings, violation notices, and citations for fire code violations.

Issues burning permits.

Prepares and submits reports to the Assistant Chief regarding division activity, and prepares a variety of other reports as assigned.

Meet with elected or appointed officials, other fire officials, community and business representatives, and the public on all aspects of division operations.

Performs duties in conformance with federal, state, city laws and ordinances, and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **PERIPHERAL DUTIES:**

Assists in other department administrative activities as assigned.

Instructs classes in assigned subject areas.

Assists in training new employees as assigned.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local county, state, and other meetings.

Serves as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### *Education and Experience:*

- A. Three (3) years experience in municipal fire and emergency medical services work.
- B. Completion of Michigan Firefighters Training Council Firefighter II, Hazardous Materials Operations, and Fire Officer II.
- C. Completion of Michigan Department of Public Health Emergency Medical Technician, Automatic External Defibrillator, and American Heart Association Cardiopulmonary Resuscitation.
- D. An equivalent combination of education and experience may be considered

#### *Necessary Knowledge, Skills and Abilities:*

- A. Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment; Extensive knowledge of building, electrical, mechanical and fire codes; Extensive knowledge of inspection techniques; working knowledge of fire suppression techniques and equipment; working knowledge of EMS;
- B. Skill in the operation of the tools and equipment listed.
- C. Ability to effectively apply standard fire prevention techniques; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective

working relationships with employees, other agencies, and the general public; Ability to meet special requirements.

### **SPECIAL REQUIREMENTS:**

- A. Must possess, or be able to obtain by time of hire, a valid Michigan State drivers license without record of suspension or revocation in any state.
- B. No felony convictions or disqualifying criminal histories within the past seven years.
- C. Ability to meet departmental physical standards.

### **TOOLS AND EQUIPMENT USED:**

Fire apparatus, fire pumps, hoses, self contained breathing apparatus, ladders, medical equipment, and other standard firefighting equipment. Radios, pagers, personal computer, fax, calculator, telephones, audiovisual equipment, and multi-gas metering devices.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with firefighting and rendering emergency medical services, including smoke, noxious odors, fumes, chemicals, solvents, and oils.

The employee works near moving mechanical parts and in high, precarious places, and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemical, risk of electrical shock.

The noise level on the work environment is usually quiet in office settings, and loud at emergency scenes.

### **SELECTION GUIDELINES:**

Formal application; review of education and experience; written examination; assessment testing; and interview. Conditional offer of employment; physical agility test; pre-employment medical examination; drug screen; psychological screening; background investigation, and final selection.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.