



BRIGHTON FIRE RESCUE DISTRICT POSITION DESCRIPTION

POSITION: FIRE INSPECTOR

STATUS: FULL TIME; FLSA NON-EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION; GENERALLY, 40 HOURS PER WORKWEEK

DATE: 10/11/2022

This position description is established by the Board of Directors (“Board”) of the Greater Brighton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the position of Fire Inspector. This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Position Summary:

Under the supervision and direction of the Fire Marshal, the Fire Inspector performs a variety of duties within the District's Division of Fire Prevention, including but not limited to activities designed to reduce and/or manage all forms of non-emergent safety risks. Programs and activities include but are not limited to; performs acceptance tests of fire protection systems; and conducts inspections of construction sites, permit requests, and local businesses to confirm fire and life safety compliance with all adopted codes and ordinances related to fire prevention.

Immediate Supervisor:

The Fire Inspector reports directly to the Fire Marshal.

Supervisory Authority:

None.

Primary Duties and Responsibilities:

The primary powers, duties and general responsibilities of the Fire Inspector include, but are not limited to:

1. Consistently promote a professional image of the District, upholding the District's Mission, Vision, and Values at all times;
2. Positively and effectively communicate, verbally and in writing, with District employees, other agencies and the public in the performance of the duties and responsibilities of the position;
3. Professionally represent the District and serve as a liaison for the Division of Fire Prevention with other outside agencies;
4. Perform pre-occupancy and post-occupancy fire and life safety inspections, data collection, and occupancy record maintenance; implement measures to reduce fire and safety risks identified during these inspections;
5. Conduct fire protection systems testing and inspection, verification, and records keeping;
6. Conduct fire hydrant flow testing, inspections, and records keeping;
7. Conduct Knox Box installations, inspections, and records keeping;
8. Provide, in coordination with the Training Officer, training of all District members on subjects associated with these primary responsibilities;
9. Provide support for fire protection systems activation or failures;
10. Assist in the collection and organization of emergency incident preplan information, building construction information, and water supply information;
11. Provide technical information and support in any situation involving citizen safety;
12. Enforce applicable Fire Codes and related Nationally Recognized Standards in a uniform, firm, unbiased and tactful manner;
13. Provide analytical and problem solving skills, including ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
14. Work in a safe manner, maintain a professional appearance, and positively represent the District at all times;
15. Schedule and prioritize multiple projects, and effectively manage time;
16. Exercise sound judgment and decision making within the scope of assigned duties;
17. Interpret adopted Codes, Standards, and Ordinances, and to determine and communicate effective resolutions for violations thereof;
18. Assist in maintaining records and documentation relating to all activities within the Division of Fire Prevention, including computer entry and organization of records.

Mandatory Qualifications and Certifications

1. Possess at the time of hire (or obtain within 30 days of employment), and maintain, a valid State of Colorado driver's license, with a satisfactory driving record;
2. Possess at the time of hire a High School Diploma or GED equivalent;
3. Possess (or obtain within 30 days of employment) NIMS IS-100 & IS-700 Certification;

4. Possess (or obtain within one year of employment) American Heart CPR Certification, or equivalent;
5. Possess at the time of hire, or obtain within one year of employment, an International Code Council – Fire Inspector I Certification;
6. Possess at the time of hire, or obtain within two years of the date of hire, an International Code Council – Fire Code Inspector II Certification;
7. Possess at the time of hire, or obtain within three years of the date of hire, a Colorado State - Fire Suppression System Inspector Certification;
8. Ability to write legibly and speak clearly; and
9. Knowledge of computer software applications, including word processing, data base management, and spreadsheets.

Working Environment:

This position requires work in a variety of locations and conditions, including administrative offices, work sites, offices and schools, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, commercial and residential construction sites, and emergency scenes of every type.

1. Must possess the ability to lift up to forty-five (45) pounds frequently;
2. This position requires the ability to stand or walk for protracted periods of time, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, jumping, sliding, climbing, pinching, gripping, spraying, reaching over head, reaching away from body, and repetitive motion;
3. Will be required to work in all weather conditions and occasionally in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
4. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
5. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts;
6. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
7. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and
8. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.