



Evergreen Fire Protection District

Fire Inspector Job Description

Job Title: Fire Inspector

Reports to: Fire Marshal

Department: Fire Prevention

FLSA Status: Non Exempt

Supervisory Responsibility:

None

Position Summary:

The primary role is to coordinate and enhance Fire Prevention through inspections assuring the structures in the community meet the safety standards adopted by the Fire District for the protection of life and property. The position is responsible for conducting scheduled inspections, detection of safety hazards and identification of corrective action.

Essential Functions:

Fire Inspector Duties -

- Coordinate the Fire Prevention operations, including daily activities, prevention material acquisition, schedule, and quality assurance.
- Respond to commercial and school fire alarm activations as advised by the Fire Marshal and conduct follow-up inspections on all commercial and school fire-related safety problems.
- Ensure and maintain the continual update of fire inspection data entry in the Emergency Reporting system in support of the fire codes and amendments as adopted by the Fire Protection District.
- Maintain inspection files for Fire Prevention.
- Schedule and perform inspections of commercial, residential and educational properties and buildings in a timely manner and in accordance with organization standards. These inspections may be inside or outside a structure dealing with code enforcement, access/egress, Wildland Urban Interface (WUI) and life safety issues.
- Prepare and issue correction notices to building owners for violations of codes, including coordinating follow up inspections.
- Assist with fire investigations under the direction of the Fire Marshal as needed.



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Additional Functions:

- Assist and support the facilitation of community education programs for children, homeowners associations, various businesses/organizations and the community in our district.
- Assist the Fire Marshal in the training of the Department's volunteers.
- Gather pre-fire plan data for commercial and school buildings during periodic inspections; update existing pre-fire plans as needed, and create new pre-fire plans for new construction.
- Working knowledge of the NFPA 921, NFPA 1033, and investigative techniques.
- Other duties as assigned.

Minimum Education and Experience:

- High school graduate or equivalent
- Colorado or equivalent certification as:
 - Fire Inspector 1 (ICC) or within 60 days
 - ICC Fire Inspector II within 6 months
 - ICC Fire Plans Examiner within 12 months
 - Fire and Explosives Investigations within 18 months
 - ICS 100,200,700, 800

Preferred Education and Experience

- High school graduate or equivalent
- Associates or Bachelor's degree in Fire Science or related field
- 1 – 2 years of experience
- CO Fire Suppression System Inspector – Plans Reviewer
- Fire Investigator (IAAI or NAFI)
- Fire and Life Safety Educator
- Wildland Fire Mitigation experience
- Hazmat Operations or higher

Additional Requirements:

- Successful completion of physical examination by District approved physician.
- Current Colorado certification as an Emergency Medical Responder plus current CPR.



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- Current Colorado Driver's License.
- Maintain all required certifications.
- Must be willing to work occasional weekend or evening hours as required.

Job Specifications:

- Excellent written and verbal communication skills.
- Working knowledge of PCs, various software programs and Microsoft Office Suite.
- Work independently with minimal supervision.
- Must be able to maintain confidentiality of District business at all times.
- Ability to drive emergent under the guide of District protocols.

Working Conditions:

- Physical demands - this position may require the physical effort of lifting up to 45 lbs individually or 75lbs assisted.
- Frequent driving time in fire department vehicle.
- Activities depending on work site conditions, including: climbing up/down a ladder, getting on the roof, or similar actions.

Approval Signatures:

Employee Name: _____

Date: _____

Employee Signature: _____

Manager Name: _____

Date: _____

Manager Signature: _____