

## **FIRE INSPECTOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized non-supervisory fire department positions, the primary duties of which include performing fire inspections, investigating all fires occurring within the jurisdiction, conducting public fire education programs, and performing public relations duties. The Fire Inspectors are also responsible for producing reports and maintaining all records of the department's fire prevention program. Employees of this class perform their duties with a high degree of independence, having work reviewed directly by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilation, and air-conditioning systems and cooking equipment, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Draws up evacuation plans for schools, hotels, hospitals, or

other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Assists institutions or companies in developing solutions for fire prevention problems.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to investigations in progress. Assists the public prosecutor's office, in order to facilitate successful disposition of cases. Testifies in court.

Plans and conducts a public fire education program, identifying the most important local fire problems and selecting program components. Produces instructional materials; writes public service announcements and news releases; writes and delivers speeches and demonstrations. Evaluates the impact of the program.

Maintains a reference library on inspection, investigation, and public fire education topics. Conducts research for and plans programs and activities of the division. Recommends policies, goals, and objectives relating to fire prevention. Gathers information to be used in compiling the departmental budget, and authorizes the expenditure of all funds for the fire prevention program.

Establishes policy concerning records and provides for the preparation and maintenance of all records of fire prevention activities. Compiles, organizes, and analyzes data needed, and writes reports required to document fire prevention activities. Writes letters to handle problems or to address needs of the Fire Prevention Division.

Coordinates the work of the division with related federal, state, and local agencies. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the Fire Prevention Division.

Performs any related duties assigned.



**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a Civil Service Examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

**MUST MEET ONE OF THE FOLLOWING FIVE QUALIFICATIONS****EITHER**

Must have a Bachelor Degree in Fire Science.

**OR**

Must have an Associate Degree in Fire Technology or equivalent degree and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

**OR**

Must have at least six (6) years of fire suppression with a full-time paid fire department, at least two (2) years of which must have been at the rank of captain or above and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

**OR**

Must have at least eight (8) years of progressively responsible experience in fire suppression with a full-time paid fire department and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

**OR**

Must have at least five (5) years of experience in conducting fire inspections with a full time paid fire department or fire prevention agency or military service or private industry which experience included performing fire inspections, conducting fire investigations, and conducting a fire prevention education program and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

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