

## FIRE INSPECTOR/PLANS EXAMINER

**Department:** Fire Rescue  
**Division:** Regular  
**Reports to:** Deputy Chief

**Classification/Grade:** 24  
**FLSA Status:** Non-Exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under general supervision, performs fire prevention inspections, plan reviews, fire protections system testing of buildings and property, advises and instructs public in proper fire safety methods and practices; and while under direct supervision assists with the investigation of fires to determine cause and origin.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Inspect buildings and properties for fire hazards and determine the effectiveness of existing fire protection equipment, fire protection systems, and other life safety systems.
3. Inspect buildings under construction for compliance with laws, ordinances and regulations as adopted by the City of Mesquite.
4. Inspect and witness testing of new fire and life safety systems.
5. Review civil, architectural, construction and fire protection system plans and related documents.
6. Generate plan review reports, correction notices and approval documents.
7. Research applicable fire and life safety codes for plan review purposes.
8. Work with developers and contractors to ensure that fire and life safety systems are installed correctly.
9. Instruct property owners and occupants on the removal of fire hazards and instruct the general public on fire safety and prevention methods.
10. Assist in conducting investigations of fires to determine the cause origin and spread of fire.
11. Enforce laws, ordinances and regulations pertaining to the servicing, removal or tampering with fire protection equipment and the accumulation of combustibles, and other fire laws as adopted by the City of Mesquite and State of Nevada.
12. Prepare regular and special reports on all inspections or activities performed.
13. Prepare reports and maintain records system through computer input of fire inspection or fire incident reports.
14. Be dependable and meet acceptable attendance requirements at all times.
15. Conduct plan reviews to ensure compliance with applicable fire and life safety codes.
16. Provide public education to the community.
17. May respond to fires or other emergency incidents as directed and provide support functions.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**

- Modern fire prevention practices and its applications.
- International Fire Code, its contents, intention, methods of organization and use, its relationship to fire inspection and safe fire prevention and NFPA companion codes.
- Construction and fire protection plan review techniques.
- International Building Code, companion codes and related NFPA standards.
- Fire suppression and prevention techniques, practices, and methods.
- Fire protection systems, including sprinkler and alarm systems and fire hydrant location.
- Emergency medical practices and CPR procedures.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Prepare and write a variety of reports.

### **Ability to:**

- Identify unsafe fire practices or conditions and develop corrective recommendations.
- Apply principles and techniques of modern fire prevention, suppression, investigation, and life safety.
- Review construction and fire and life safety plans for compliance with appropriate codes.
- Generate accurate and concise plan review comments, reports and corrective notices.
- Learn and retain information about geography and street system of the City and location of major buildings.
- Learn modern fire prevention practices.
- Understand and follow oral and written directions promptly and accurately.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively enforce fire and life safety related laws and regulations.
- Identify test methods of fire equipment and systems for effective installation and operation to ensure compliance with local, state, and nationally recognized standards.
- Achieve and maintain adequate level of physical fitness to perform the essential functions of the job.
- Ability to obtain Nevada State Fire Inspector Certification.

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Associates degree in Fire Science or related field.

Experience: Any combination of experience equivalent to three years as a full-time inspector and/or plan reviewer including at least eighteen (18) months experience related to the plan review, inspection and testing of fire protection of fire and life safety systems and public education..

#### **License or Certificate:**

- Must have one or more of the following certificates: ICC, IFCI, ICBO, and NFPA at the time of application.
- Must possess Nevada State Fire Inspector I certificate or, in sole discretion of City, obtain within twelve (12) months of employment with the City of Mesquite. (**NOTE:** If individual hired does not possess the Nevada State Fire Inspector I certificate at time of employment he/she will be compensated at a lower classification and rate of pay until certificate is completed. Also, any person hired for this position who is given a period of not to exceed twelve (12) months to obtain the Nevada State Fire I certificate, but does not do so within the time allotted, will be automatically terminated from employment with the City).

- Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license and be 18 year or older.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

### **Physical Requirements:**

Duties are performed in an office environment or in the field. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent bending, reaching, kneeling, squatting, twisting, sitting walking or standing for prolonged periods of time. Must carry/lift/push or pull loads of up to 25lbs.

### **Job Hazards/Risk Factors**

Employees risk physical hazard from mechanical and electrical equipment, heavy equipment, hazardous fire conditions, obstacles, debris, smoke, toxic chemicals, dust, noxious fumes, and gases, bio-hazards such as blood borne pathogens, drugs, drug paraphernalia, angry and volatile citizens and other hazardous materials.

**It is a condition of employment that any Fire & Rescue service employee hired into the Fire & Rescue Department after March 1, 2004, not use tobacco both on and off duty for the duration of employment with the City.**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

June 2006