



Poquonnock Bridge Fire District

Job Description: Fire Inspector

General Duties:

This is a responsible public safety position designed to perform various fire prevention functions to effectively prevent and/or reduce loss of life and property from fire. This position involves extensive interaction with members of the public as well as officials from within the Department and other agencies.

Work involves responsibility for the enforcement of all local and state laws as they pertain to fire safety and fire prevention and for community education in these areas. Work also involves conducting fire prevention inspections of various commercial and public structures including theaters, churches, apartment dwellings, schools, child care centers, and health care facilities to ensure compliance with fire codes. Delivers public fire safety education programs to school children, elderly groups, and the general public. Work includes investigating fires, bomb threats, and complaints received involving unsafe fire prevention practices. Although unusual situations may be referred to a superior for advice or assistance, work is normally performed independently following accepted practices.

Supervision Received:

Supervision and direction are received from the Fire Marshal, with work being reviewed primarily through oral and written reports.

Supervision Exercised:

None.

Examples of Duties:

Inspects all occupancy types identified by the State of Connecticut Fire Code for all fire hazards including efficiency of fire protection equipment, adequacy of fire exits, and compliance with State fire safety laws and regulations.

Provides fire protection and prevention advice to business people and general public. Instructs school children and other target groups, such as the elderly, in fire safety practices.

Reports violations of fire safety regulations and established safety standards to appropriate building owners and occupants and prepares written notices for follow-up action.

Examines plans and specifications of new construction and existing occupancies for compliance with applicable fire safety codes.

Inspects the storage and use of explosive or flammable materials.

Investigates fires to determine origin and cause, as well as to gather evidence including examining the site of a fire, questioning witnesses, neighbors, and property owners, and taking photographs of fire scene;

Prepares written reports of inspections and investigations.

Assists with preparation of pre-emergency plans for fire department operations.

Performs other work as assigned; including any function supporting the mission of the Department to the limits of the individual's training and ability.

Physical Requirements and Work Environment:

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

The employee in this position is frequently required to stand; sit; walk; talk; hear; use hands to handle or operate objects, tools or controls; reach with hands and arms. The employee may be required to climb, balance, stoop, kneel, crouch, crawl, taste, or smell. The employee must have physical abilities to perform prolonged and arduous work under adverse conditions to include the ability to climb ladders, shovel debris, move heavy objects, traverse uneven and unstable terrain, and reconstruct fire scenes.

Specific vision abilities required include close and distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

While performing duties of the job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme temperatures, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Knowledge, Abilities, and Skills:

Considerable knowledge of and ability to interpret, apply, and enforce safety and fire codes, regulations, statutes, and ordinances.

Considerable knowledge of the principles and practices of fire prevention and of inspection and techniques.

Considerable knowledge and ability in the practices and procedures of fire origin and cause investigation and determination.

Working knowledge of the principals and practices of building construction and maintenance.

Working knowledge of modern firefighting practices and techniques.

Working knowledge of the physical layout of the Fire District including the fire hydrants and street system.

Ability to recognize and define fire exit components and potential fire and casualty hazards in a wide variety of structures, vehicles, and installations.

Ability to tactfully, diplomatically, and expeditiously respond to the needs of, and establish and maintain effective working relationships with, the fire department administration, the general public, other Town departments, and State and Federal agencies with respect to the Office of Fire Prevention.

Ability to enforce laws, ordinances, and regulations with firmness, tact, and impartiality.

Ability to organize, prioritize, and effectively fulfill regular workload and special assignments.

Ability to express oneself clearly, concisely, orally and in writing in the English language and to compose, prepare, and complete concise oral and written reports in a timely manner.

Ability to understand and carry out oral and written instructions.

Desirable Training and Experience:

High school diploma or equivalent, supplemented by completion of additional course work in fire science or technology, plus experience in the enforcement of fire prevention regulations.

Connecticut Fire Inspector/Fire Marshal Certification.

Experience in delivery of Fire Safety Education to various target groups, such as children and elderly citizens.

Connecticut Certified Firefighter II, Hazardous Materials Operational, Public Fire and Life Safety Educator I.

Minimum Qualifications:

High school diploma or equivalent.

Valid Connecticut Driver's License.

Must maintain state certification as Connecticut Fire Code Inspector and Fire Investigator.

State of Connecticut or National Registry Emergency Medical Technician.