

## Fire Inspector/Safety Compliance Officer

The City of Covington is accepting applications from qualified individuals for the position of Fire Inspector/Safety Compliance Officer. Covington, located in Tipton County in West Tennessee, covers 9.7 square miles and has a population of 9,038. The city has two stations with 21 firefighters working 24-hour shifts and responds to approximately 1,900 calls annually. The department also provides first responder emergency medical services. The current Fire Inspector is retiring.

### **Purpose of Job:**

The purpose of this job is to perform existing building inspections to ensure fire code compliance. Duties and responsibilities include inspections of commercial and requested residential buildings, complaint investigations, and other related duties. The primary responsibility of the Fire Inspector I is fire prevention through inspections.

### **Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.**

#### **Other duties may be required and assigned.**

Inspects all existing commercial and required residential structures for fire code compliance.

Follows up

to ensure that all noted deficiencies have been corrected in a timely manner. Any major deficiencies are to be forwarded to the Fire Chief, Asst. Chief, Chief, and Shift Supervisors. This information will then be passed on to all Fire Operations personnel.

Inspects new and newly remodeled commercial and required residential construction for fire code compliance. Responds to complaints regarding fire code violations and fire hazards.

Works in cooperation with the State Fire Marshal to conduct fire exit drills to monitor and evaluate evacuation procedures.

Enforcement of Municipal and Zoning fire regulations.

Maintain and update all inspection records. Inform Fire Operations of any changes to a structure that may affect responding personnel to that particular occupancy.

Inspect jointly and cooperate with local and state agencies.

Work with the State Fire Marshal's Office on the smoke detector program, and schedule installations

when detectors are available and needed.

Present fire and safety education programs for the community, instruct groups on fire safety and prevention methods and participate in other educational programs for various groups and general public.

May perform any other duties within the Codes Department, therefore must maintain the necessary skills and knowledge to do so.

### **Education Requirements:**

\* Firefighter 1 & 2 certification

\* Current Tennessee A-EMT certification

\* State of Tennessee Hazardous Materials Technician certification

\* Must hold the Fire Instructor I certification.

\* Must hold ICC Fire Inspector I certification.

\* Must obtain Incident Safety Officer within 1 year.

\* Must obtain Public Fire & Life Safety Educator I certification within 2 years.

\* Must obtain Fire Inspector 2 and become a plans reviewer within 3 years.

Note: Must obtain required CEU's to keep all certifications current.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

High School diploma (or GED) required with at least 3 years' experience in the fire service. Must possess a valid Tennessee Driver's License. (See Education Requirements).

**Knowledge of the job:** as considerable knowledge of the policies, procedures and activities of the City and fire code practices as they pertain to the performance of duties relating to the job of Fire Inspector I. Has considerable knowledge of fire code enforcement practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Comprehends the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**ADA Minimum Qualifications** The ideal candidate Must be physically able to operate a variety of office machines such as computer, printer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to fifty pounds. Must have the ability to climb a ladder, balance, stoop, kneel, crouch, or crawl.

The salary for this position is dependent on experience and qualifications.

In addition, Covington offers a progressive benefit package that includes paid vacation, paid sick days, and holidays, health, dental and vision insurance,. It is the policy of the City of Covington to promote, and ensure equal employment opportunity for all persons regardless of race, color, sex, national origin, religion, age, veteran's status, or disability. Qualified persons should submit a resume of experience and qualifications, letter of interest, salary history, and four professional references to: Tiny Rose, Director of Personnel, City of Covington, 100 W. Washington St., Covington, TN 38019. Closing date for applications is February 20<sup>th</sup>, 2019.