

## **City of Covington**

**Job Title:** Fire Inspector-1 / OSHA Safety Compliance Officer

**Grade Level:** 9

**Department:** Fire Department

**Date:** 02.12.2024

**FLSA:** Non-Exempt

### **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.

### **City of Covington, Tennessee Job Description – Fire Inspector I**

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:**

- \* Must hold Hazardous Material Awareness from the (TFC) or obtain within 6 months.
- \* Must hold ICC Fire Inspector I certification or obtain within 1 year of employment.

- \* Must obtain Public Fire & Life Safety Educator I certification within 2 years of employment.
- \* Must obtain Plans Examiner certification within 3 years of employment.

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

**Desirable Education and Experience:**

Completion of courses and or seminars in the fire service; and considerable experience in the fire service; or an equivalent combination of experience or education in a related field.

**Additional Job Functions:**

The individual in this role may be asked to perform other duties as required.

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

High School diploma (or GED) required. Must possess a valid Tennessee Driver's License. (See Education Requirements).

**(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**Physical Requirements:**

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.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures relating to fire and building code compliance. Requires the ability to write reports with proper format, punctuation, spelling, and grammar using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Fire Code Inspector.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**Knowledge of Job**

Has 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.

**EEOC Statement**

*The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education and education assistance.*