

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS: 5368

TITLE: FIRE INSPECTOR I

GRADE: S-16

DEFINITION:

Under close supervision, performs standardized field inspections of average difficulty involving building or fire inspection work; inspects the installation and testing of fire protection equipment and systems; provides assistance to higher-level inspectors; performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Fire Inspector I is the entry-level class in the Fire Inspectors series. Work is performed under close supervision with specific guidelines and instructions during the initial learning period. After the initial learning period, routine duties are performed under general supervision. An incumbent of this class receives on-the-job training for at least one year, during which he/she is expected to acquire the knowledge, skills and abilities of a journey-level Fire Inspector II. After a minimum of one year, if the incumbent demonstrates journey-level knowledge, skills, and abilities, he/she can progress noncompetitively to the Fire Inspector II level.

ILLUSTRATIVE DUTIES:

Assists with the inspection of job sites for compliance with all applicable codes and standards pertaining to the installation, testing and inspection of fire protection equipment and systems, and witnesses the required performance tests conducted by the installing contractor;

Assists with the investigation and troubleshooting of problems related to fire protection equipment and systems as they occur in buildings;

Inspects all types of construction, uses and occupancies for compliance with applicable codes;

Checks for field conformance to approved plans;

Investigates complaints against builders or property owners, and recommends corrective action when necessary;

Receives/responds to inquiries from citizens, contractors, owners/developers regarding fire protection equipment and system requirements, installation status, permitting requirements, codes/standards, or fire inspections, etc.;

Maintains records of completed inspections of and/or performance tests results on fire protection equipment and systems or routine fire inspections;

Coordinates inspections with other County agencies (e.g., DPW&ES, Zoning, Health Department, etc.) as required;

Attends meetings and conferences;

Prepares clear and concise reports;

Assist with the examination of plans prior to issuance of permits, and with permit issuance;

Reads and checks structural drawings for all types of construction units.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of fire protection equipment and systems;
Knowledge of the fundamentals of building construction;
Ability to read and interpret plans and specifications;
Ability to use sound judgment in making independent decisions;
Ability to prepare clear and factual reports;
Ability to maintain effective relationships with the public and fellow employees;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
High school graduation or G.E.D issued by a state department of education; PLUS
Four years of work experience.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License is required for all positions in this class

The following Certifications must be obtained within one year of appointment to this position, based on availability of training:

Certification in Civilian Entry from the Virginia Department of Fire Programs;
Certification in Hazardous Materials Awareness from the Virginia Department of Fire Programs;
Certification as a Fire Inspector I/II (NFPA 1031);
Certification from the Virginia Department of Housing and Community Development Building Code Academy.

ESTABLISHED: May 18, 2005