

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS:** 5370

**TITLE:** Fire Inspector III

**GRADE:** S-22

**DEFINITION:**

Under general direction, supervises a unit of inspectors assigned to a particular function (e.g., a fire battalion or a particular unit) and performs a variety of difficult and specialized building and fire protection equipment and systems inspections involving the exercise of independent judgment and initiative; provides technical advisory services to subordinate Fire Inspectors, the general public and owner/developers regarding resolution of inspection issues; investigates and resolves complaints and inquiries concerning alleged code violations; negotiates equitable solutions to complex problems between enforcement officials and responsible parties; and performs related work as required. Responsible for training and mentoring new fire inspectors through their certification processes.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Fire Inspector III is distinguished from the Fire Inspector II in that the Fire Inspector III supervises a unit of lower level Fire Inspectors whereas the Fire Inspector II performs a variety of difficult and specialized fire inspection duties. The Fire Inspector III is distinguished from the Fire Inspector IV in that the Fire Inspector III has full supervisory responsibility for one unit of lower level Fire Inspectors whereas the Fire Inspector IV manages a region of the County comprising of multiple units of Fire Inspectors.

**ILLUSTRATIVE DUTIES:**

Inspects 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;  
Inspects buildings and structures to ensure compliance with the Virginia Statewide Fire Prevention Code (VSFPC), Virginia Uniform Statewide Building Code (VUSBC) and associated Fairfax County amendments;  
Investigates and troubleshoots problems related to fire protection equipment and systems as they occur in buildings;  
Investigates and takes appropriate remedial action to address allegations of various life safety issues, coordinates responses of additional resources if required (e.g., Fire or Haz Mat Investigations or Police Department);  
Inspects all types of construction, uses and occupancies for compliance with applicable codes;  
May document or assess structural damage of failure due to fire, weather or accident, and documents each incident with written reports, pictures, etc., as necessary;  
Inspects new construction to ensure that construction is in compliance with the VSFPC, VUSBC, other applicable codes, and insures that construction is completed in accordance with the approved plans;

Investigates more complex complaints against builders or property owners, evaluates their validity, and recommends corrective action when necessary, prepares associated notices of violations, stop work orders, fire lane parking tickets, and summonses; Negotiates equitable solutions to issues regarding violations of applicable codes with the responsible parties involved;

Receives/responds to inquiries from subordinate Fire Inspectors, citizens, contractors, owners/developers and other County agencies regarding fire protection equipment and system requirements, installation status, permitting requirements, code/standards, or fire inspections, etc.;

Enters the results of each inspection into a hand-held computer terminal or maintains complete records of inspections and test results of performance testing of fire protection equipment and systems, performs periodic data validation and auditing of subordinate Fire Inspectors to ensure completeness and accuracy of reports;

Identifies the sections of the regulations being violated when an investigation or inspection uncovers code violations or work that is not approved, issues written code violation notices to developer, owner(s) or appropriate persons, and takes necessary action to ensure violations are corrected (e.g., testifies to the facts in court, recommends “shut down” of the protect, and or issues summons or assists in securing arrest warrants);

Examines and analyzes plans and specifications for compliance with code requirements and, when plans have been certified as having met all the requirements, issues permits;

Reviews requests for inspections, coordinates inspections with other County agencies (i.e., DPW&ES, other sections of the Fire and Rescue Department, Department of Zoning, or Health Department);

Interprets applicable codes and model standards;

Attends meetings and conferences;

Prepares reports and composes correspondence;

Signs-off on demonstrated abilities of Fire Inspector Is who are completing their on-the-job training for Fire Inspector 1031 as required by the Department of Fire Programs;

Provides daily supervision and formal evaluation of Fire Inspector I and IIs assigned to their functional team.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Demonstrated knowledge of fire inspections and protection equipment and systems with ability to evaluate and interpret available data;

Thorough knowledge of fire chemistry and behavior, fire prevention fundamentals, general fire safety, physical properties of flammable and combustible solids/liquids/gases, and fundamentals of fire suppression;

Thorough knowledge of the theory and practice of model codes and standards;

Knowledge of the materials and practices used in building construction;

Knowledge of investigatory practices and techniques;

Ability to proficiently read and interpret plans, specifications, and engineering drawings;

Ability to identify situations that may impact the health, welfare, or safety of the public and take appropriate remedial actions;

Ability to conduct inspections of buildings and facilities to ensure code compliance;

Ability to work with people and obtain their cooperation, even in difficult situations;

Ability to prepare clear and factual reports;  
Ability to use sound judgment in making independent decisions.  
Ability to supervise subordinates and provide constructive feedback and coaching.

**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 commensurate experience as a Fire Inspector II.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Fire Inspector I/II (NFPA 1031);  
Possession of a valid Motor Vehicle Driver's License is required for all positions in this class.

**The following Certifications must be obtained within two years of appointment to this position, based on availability of training:**

Certification in NICIT Level I;  
Certification as ICC Fire Inspector I;  
Certification in National Fire Academy R220 (Fire Inspector Principles);  
Certification in National Fire Academy R102 (Plan Reviews for Inspectors).

ESTABLISHED: May 18, 2005