

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

**CLASS CODE:** 5371

**TITLE:** Fire Inspector IV

**GRADE:** S-24

**DEFINITION:**

Under general direction, plans, coordinates and supervises all inspection activities for all units assigned to a large regional area of the County (e.g. North County or South County); supervises staff in the conduct of 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; investigation and resolution of complaints and inquiries concerning alleged code violations; supervises/facilitates negotiation of equitable solutions to complex problems between enforcement officials and responsible parties; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Work at his level is predominately managerial and administrative (e.g. budget, staffing and quality assurance for a regional division). The Fire Inspector IV is distinguished from the Fire Inspector III in that the Fire Inspector IV represents the initial level of managerial responsibility, supervising all inspection units for either North or South County whereas a Fire Inspector III supervises one unit of inspectors.

**ILLUSTRATIVE DUTIES:**

Directs staff in the intake and review of work/inspection assignments, analyzes work flow and redirects staff to accomplish customer demand for various services;  
Acts on complaints and conducts or oversees complex inspections or investigations involving multiple parties and/or multiple violations;  
Coordinates inspections/investigations with other Departmental officials, county and state agencies, consultants and/or boards;  
Organizes and leads meetings, acting as liaison, negotiator and facilitator between complainants, property owners, County Attorney, and other County staff, in determining equitable solutions of complaints;  
Ensures that all issues relative to an inspection/complaint are addressed by staff and resolved in a timely, appropriate fashion;  
Reviews and analyzes technical inspection/complaint reports submitted by subordinate Fire Inspectors to ensure accuracy and completeness of the reports;  
Guides and assists staff in the determination of adherence to Departmental policy and appropriate codes, ordinances, and regulations;  
Identifies sensitive issues or workflow issues that should be brought to the attention of the Fire Prevention Division senior management team;  
Acts as liaison between individual, groups and associations of property owners/developers in determining equitable solutions to disputes in the more difficult situations handled by the branch.  
Assists with criminal and civil court prosecutions and pursues legal procedures allowed to obtain compliance under applicable County codes and ordinances;

Coordinates case preparation, including collection of evidence and the presentation of testimony as an expert witness;  
Prepares reports concerning complaint resolution procedures, policies, and status;  
Supervises the processing and delivery of permits and associated inspections;  
Ensures that actions take by subordinates comply with applicable codes, ordinances, and related policies;  
Uses appropriate information/records management systems to produce ad-hoc reports concerning unit/branch productivity; use this information to recommend staffing changes or temporary realignment of resources to address workflow issues;  
Provides daily supervision and formal evaluation of Fire Inspector I and IIs assigned to their functional team.

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

Thorough knowledge of the Virginia Uniform Statewide Building Code, Virginia Statewide Fire Prevention Code, and other pertinent model codes and standards;  
Thorough knowledge of fire protection equipment and systems with demonstrated proficiency evaluating and interpreting the system and 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 difficult or involved 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:  
Associates Degree in Fire Science or Administration, Fire Protection Engineering or related field; PLUS  
One year commensurate experience as a Fire Inspector III

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as Fire Inspector 1031 established by the Virginia Department of Fire Programs.  
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:**

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Certification in NICET Level 2;

Certification in NICET Level 3;

Certification in ICC Fire Inspector II;

Certification in National Fire Academy R222 (Principles of Fire Protection, Structures and Systems).

**NECESSARY SPECIAL REQUIREMENTS:**

None.

ESTABLISHED: May 18, 2005