



POSITION DESCRIPTION

Division/Department:	Fire
Location:	475 Rocky Fork Boulevard
Job Title:	Fire Inspector
Reports to:	Fire Marshal

Type of position:	Hours: 20/ week
<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

GENERAL DESCRIPTION

Inspect buildings and equipment to detect fire hazards and enforce state and local regulations.

ESSENTIAL FUNCTIONS

- Regular and predictable attendance
- Inspect buildings to locate hazardous conditions and fire code violations
- Present and explain fire code requirements and fire prevention information to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public
- Identify corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners and their representatives
- Conduct fire code compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found
- Create detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered
- Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations
- Develop and review fire exit plans
- Inspect and test fire protection and detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards
- Conduct inspections and acceptance testing of newly installed fire protection systems

- Commit to continuing professional development
- Other duties as assigned

KNOWLEDGE

- Township Personnel Policy Manual
- Fire Division policies, procedures, values, mission statement, goals and objectives
- Materials, methods, and tools involved in the construction or repair of houses, buildings, and other structures
- Pertinent federal, state, and local laws, codes, and regulations
- Principles and practices of fire and life safety code enforcement
- Public relations methods and techniques

SKILLS

- Use of handheld radio
- Use Microsoft applications such as Word, Excel, and Outlook
- Use of personal computer and other modern standard office equipment

ABILITIES

- Read and understand division policies, rules, regulations, instructions, laws, and fire and life safety literature
- Interpret and apply applicable state and local policies, laws, and regulations
- Prepare clear and concise reports
- Establish and maintain effective working relationships with supervisors, other employees, and the public
- Work irregular and on-call hours including weekends, evenings, and holidays
- Maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Maintain all required certifications

PHYSICAL DEMANDS

- Sit, walk, bend, reach
- Lift, push, and/or pull light objects and occasionally heavy objects (< 25 pounds)
- Exposure to hazardous conditions
- Fine motor skills
- Hear, read, write, and clearly articulate the English language

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Valid Ohio Driver's License

- Current State of Ohio Fire Inspector certification

This job description is intended to provide some illustrative examples of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions which may be required of employees holding this position.

REVIEWED BY	Becky Kadel	<i>Title</i>	HR Director
APPROVED BY	Mifflin Township Board of Trustees	<i>Title</i>	
DATE POSTED	April 3, 2014; Revised January 25, 2018		
DATE HIRED			
PRINT NAME			
SIGNATURE			