

City of Seward
Job Description



Job Title: Building/Fire Inspector

Range: 18-20, Progressive

Salary \$26.65 - 36.75 DOE

Department: Fire Department

Approved by: Clinton Crites

Reports to: Fire Chief

Date: 1/30/2020

Position: Regular, Full-time, Progressive

Summary: The Building/ Fire Inspector provides inspection services to the Fire Department and the City of Seward, inspects new and existing buildings and structures during various stages of new construction, additions or remodel for compliance to the adopted building and fire codes, approved plans, specifications and standards. Performs fire and life safety inspections on selected occupancies including lodging, assemblies, commercial, fire alarm & fire protection special inspections.

The work entails assisting with design and construction inspection of City projects; plan review, field inspections, responding to questions and complaints, recordkeeping, and code enforcement for customer projects, by performing the following duties.

Essential Duties and Responsibilities:

Provides code assistance for various city projects as assigned, inspects residential, commercial, industrial and other buildings during and after construction to ensure that all construction and life safety components covered by the Fire & Building codes adopted by the City of Seward are constructed and utilized in accordance with approved codes, plans, specifications and standards.

Performs fire & life safety inspections to enforce compliance with fire codes; and maintains records.

Responsible for enforcement of all laws, rules, regulations, and ordinances of the City of Seward and the State of Alaska relating to fire protection, fire prevention, and protection of life and property.

Provides excellent customer service by establishing and maintaining effective and cooperative working relationships with City employees and the general public.

Observes conditions and issues notices for corrections to persons responsible for conformance.

Obtains evidence and prepares reports concerning violations that have not been corrected; serves as an abatement officer.

Interprets code requirements and recommends compliance procedures to contractors, craft workers and owners.

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Keeps clear and concise inspection records and prepares reports for use by administrative or judicial authorities.

Inspects the installation of foundations, floors, walls, roofs, mechanical and electrical systems, and plumbing systems to verify that such systems are installed in accordance with appropriate state & local laws, codes, regulations, standards, and department rules.

Inspects and witnesses the installation and testing of fire protection or fire detection systems to verify that such systems are installed in accordance with appropriate state & local laws, codes, regulations, standards, and department rules.

Reviews requests for and recommends issuance of building permits.

Conducts fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations were found.

Performs flow tests on fire hydrants; and may operate pumps and hydrants.

Monitors communications equipment and broadcasts messages.

Updates manual and computer records.

Drive and operate fire department apparatus and equipment.

When required, performs public relations functions between City and various civic agencies and/or other fire departments; and performs fire education functions for the public at various locations and for various age groups.

Assists with and makes suggestions for programs and materials for educating the public.

Performs research and conducts surveys; analyzes information, and creates reports as required or requested.

Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

May be required to work rotating shifts, on-call duties, and extended hours in emergency situations.

Assists with formulating related training; performs in-service training; and may conduct classes for volunteer and/or career personnel.

Participates in educational and training programs aimed at keeping abreast of construction techniques, codes and public relations, and appropriate engineering applications.

Attends training sessions and seminars to maintain certifications.

Assists with investigation on collapsed buildings, fire damage or other factors that influence structural integrity.

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May investigate fires for cause, origin, and/or arson.

Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Experience as an Engineering Tech/Assistant or at least 1 year of college studying in a related field of Engineering; one year certification in a program relating to the interpretation and application of the adopted building and fire codes or five years experience in one of the construction trades (carpentry, electrical or plumbing) at the journeyman level or higher; may have equivalent combination of education and experience.

Or

Experience in Fire and Life Safety Inspections with Two years of recent, paid work experience as a Fire Inspector with a Fire Department responsible for the enforcement of fire and building codes, or at least 1 year of college studying in a related field of Fire Science, Fire Protection, or other related field of study as approved by the Fire Chief. Knowledge of fire protection and alarm systems and equipment.

International Conference of Code Officials (ICC) certification in the International Building Code (IBC) and International Fire Code (IFC) is required or obtained within one year of hire. Additional certification from the ICC in "Fire", "Residential", "Plan Review", "Mechanical", "Electrical", "Plumbing" or "Combination Inspector" is expected to be acquired as soon as possible.

Within six months must complete required online FEMA courses on emergency management ICS 100, 200, 700, 800

Must have a valid driver's license and pass all required criminal and drug testing.

Progressive Development Plan:

Each year on the employee's anniversary date, the employee will be evaluated not only on their job performance but also on their professional development. The employee shall be given the opportunity to advance in the specified pay ranges when they have completed the requirements for those ranges. The Fire Chief shall determine if the employee has received the required training, experience and has demonstrated that knowledge to allow for the advancement from one range to another remaining at the same step. If the employee does not advance in a range but has shown above satisfactory performance, the employee shall be granted a merit step increase.

The employee begins at a range 18.0 and upon becoming an ICC certified Building Plans Examiner and a Residential Building Inspector will advance from a range 18.0 to a range 19.0, remaining at the same step.

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The employee and the supervisor shall examine a list of ICC certified classes and determine which courses best diversify the direction of the department. ICC certified classes shall include but not be limited to the following: Fire Inspector I and II, Mechanical Inspector (Residential and Commercial), Electrical Inspector (Residential and Commercial), Plumbing Inspector (Residential and Commercial), Plans Examiner (Electrical, Mechanical, Plumbing and Residential), Accessibility Inspector/Plans Examiner. Upon completion of 3 or more of these approved and determined classes, the employee shall be eligible for the remaining 1 step increase to obtain range 20.0 and remain at that level.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills:

Ability to multiply, divide and add numbers and to calculate figures and amounts such as proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra, trigonometry and geometry. Knowledge of or the ability to learn and operate computer programs, such as Auto-Cad.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities:

Prior experience in public contact including the ability to work with and explain code requirements in an understandable way to members of the general public and contractors is desired. The ability to work with people is required. Past code enforcement and/or code administration supervision is desired but not necessary. Knowledge of current construction techniques, the ability to read and understand building plans, the International Codes, Plumbing and Electrical codes, and code enforcement techniques and practices is also desired but not immediately necessary. Knowledge of and experience in operating various computer programs such as Word and Excel, or the ability to learn.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee frequently is required to walk; use hands; to finger, handle or feel objects, tools or

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controls; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places and in outside weather conditions.

The noise level in the work environment is usually moderate.

The City of Seward is an Equal Opportunity/Affirmative Action Employer

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