

FIRE INSPECTOR I, II & ASSISTANT FIRE MARSHAL

General Statement of Duties

Performs responsible administrative and technical activities within the Fire Prevention Division. The Fire Inspector I, II, and Assistant Fire Marshal responds to fires, hazardous material incidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property for the purpose of providing support as needed.

Distinguishing Features of the Class

An employee in this class works to inspect new and existing buildings and structures for compliance with fire codes and laws relating to fire safety and fire prevention. Work also includes investigation and determination of fire origin and circumstances. This employee performs periodic inspections of all existing buildings for compliance with fire codes and laws; reviews plans and specifications for new construction; and issues orders to correct violations. The Fire Inspector I, II, and Assistant Fire Marshal must be capable of working independently and researching information needed to resolve unusual or difficult situations without being directed. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules, and regulations. Work is performed under the general supervision of the Fire Marshal through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Researching codes and other regulations as required ensuring proper compliance.

Conducting fire inspections of occupancies.

Issuing citations for Fire code non-compliance as needed.

Participating in public education activities and is responsible for ensuring educational materials are distributed.

Performs plan review for all construction projects within the Town of Kernersville for compliance with the Fire Code.

Inspects to ensure proper operation of fire protection systems for newly built or renovated structures.

Issues permits, certificates of occupancy and occupancy loads that are required by the Fire Code.

Conducts fire investigations to determine cause and origin, criminal intent, interviews witnesses, provides evidence and testimony as required.

Rotates after hour "on-call duties" with other personnel to perform investigations, inspections and provide 24-hour coverage for the Fire & Life Safety Division.

Attends Town of Kernersville Development Review Committee (DRC) meetings as directed.

Assisting with Emergency Preparedness activities for the KFRD.

Functions as the Public Information Officer as needed.

Prepares reports, maintains records, and documents situations as required.

Participates in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness.

Assists in approving applications for Fire Inspector exams, maintaining their re-certifications and providing state approved continuing education.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

Considerable knowledge of the fire prevention and building codes sufficient to meet the special requirements and perform the assigned work.

Considerable knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.

Considerable knowledge of the methods and techniques for forensic data collection and arson investigation.

Considerable knowledge of the North Carolina Fire Code, NFPA Standards and town ordinances relating to fire prevention.

Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.

Considerable knowledge of the laws and regulations covering fire prevention.

Considerable knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.

Considerable knowledge of fire protection equipment operation and maintenance.

Ability to enforce codes and laws with firmness and fairness.

Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.

Ability to communicate effectively orally and in writing.

Ability to read and understand technical materials.

Ability to understand and follow oral and written instructions.

Ability to produce accurate reports and written documentation.

Ability to work independently to research information needed to resolve unusual or difficult problems.

Ability to remain in control and make sound decisions during high stress situations.

Ability to effectively prioritize tasks, delegate, and effectively coordinate many tasks seemingly simultaneously.

Ability to support the values and goals of the department.

Working Conditions and Physical Requirements

Worker is exposed to the hazards of public safety and emergency services with significant risk of injury or loss of life being present in the work. Risks can be partially controlled by the use of significant safety precautions. In addition, actions can result in significant risk to others.

Worker may have contact with potentially infectious bodily fluids.

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light to medium work, which includes exerting up to 35 lbs. of force occasionally and/or 10 lbs. frequently to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to operate assigned vehicle and other equipment.

Must possess the visual acuity to perform analyze data, perform computer work, and read extensively in addition to operating equipment.

Desirable Education and Experience

High School diploma or equivalent required. 3 years previous experience in Fire Prevention and/or Fire Suppression is desired.

Special Requirements

See attached Fire Inspector I, II and Assistant Fire Marshal Career Description

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2024

Fire Inspector I, II and Assistant Fire Marshal Career Description

Classification	Criteria
Fire Inspector I	Time in Lower Grade - This is an entry level position within the Fire Prevention division. Continued employment is contingent upon successful completion of probationary period.
	Required Certifications – NC Fire Prevention Inspector Level I. NC Firefighter II, NC Haz-Mat Operations Level <u>Additional Qualifications</u> - (Must be obtained within approved timeframe and maintained) <ul style="list-style-type: none"> • Basic Arson Investigation Training • NIMS 100, NIMS 200, NIMS 700, NIMS 800 • NC Fire & Life Safety Educator I • National Child Safety Seat Certification.
	Acceptable job performance will include: <ul style="list-style-type: none"> • Displays willingness and ability to support the values and goals of the department. • Displays knowledge and proficiency with regards to fire prevention related activities. • Displays knowledge and proficiency in the use and maintenance of all assigned equipment and facilities. • Displays willingness and proficiency in training relating to fire prevention activities. • Displays willingness to participate in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness. • Displays willingness and ability to produce accurate reports and written documentation. • Displays willingness and the ability to read and understand technical materials. • Displays willingness and ability to understand and follow oral and written instructions. • Displays willingness and ability to operate as a member of the team and establish and maintain effective relationships with persons encountered in the course of work. • Displays willingness and ability to remain in control and make sound decisions during high stress situations and dealing with the public.

Fire Inspector II	Time in Lower Grade - 2 years as Fire Inspector I; or equivalent experience
	Required Certifications (in addition to Fire Inspector I Requirements) <ul style="list-style-type: none"> • NC Fire Prevention Inspector Level II. • IAAI Fire Investigator Technician or equivalent advance fire investigator training and/or qualification. <u>Additional Qualifications - (Must be obtained within approved timeframe and maintained)</u> <ul style="list-style-type: none"> • NC Fire & Life Safety Educator II • North Carolina Code Enforcement Officer Continuing Education Instructor qualification
	Acceptable job performance will include (in addition to Fire Inspector I performance): <ul style="list-style-type: none"> • Demonstrates competency to perform fire investigations. • Displays willingness and ability to prioritize and multi task. • Serving as a mentor for Fire Inspector I.
Assistant Fire Marshal	Time in Lower Grade —4 years combined Fire Inspector I and II; or equivalent experience
	Required Certifications (in addition to Fire Inspector II Requirements)- <ul style="list-style-type: none"> • Fire Prevention Inspector Level III, • NC or IAAI Certified Fire Investigator <u>Additional Qualifications - (Must be obtained within approved timeframe and maintained)</u> <ul style="list-style-type: none"> • Public Information Officer Certification, • NC Fire & Life Safety Educator III
	Acceptable job performance will include (in addition to Fire Inspector II performance): <ul style="list-style-type: none"> • Demonstrates competency to perform and lead fire investigations. • Displays willingness and ability to prioritize and multi task. • Demonstrates competency to disseminate information to the public regarding department activities or events. • Demonstrates ability to function within NIMS as needed during incidents. • Serving as a mentor for other Fire Inspectors.