



# SOUTH LYON FIRE DEPARTMENT

## Manual of Procedures 206

### FIRE INSPECTOR

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Issued Date: November 14, 2016

Revised Date:

Approved: Chief Mike Kennedy

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#### I. CLASSIFICATION RESPONSIBILITIES

The fire inspector independently performs fire inspections of public occupancies. An employee in this class performs technical inspections of buildings, facilities, grounds, and processes to determine conformance with the adopted fire code; researches, analyzes, and reports on topics related to prevention programs; and understands SLFD goals and policies. This employee is also responsible for performing related duties as required.

#### II. DISTINGUISHING FEATURES

The work of the fire inspector requires that employees work independently, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Supervision is received from the fire chief, who reviews work through observations, reports, meetings, and overall inspection results.

#### III. ESSENTIAL FUNCTIONS

Communication: Work involves considerable public contact requiring good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness. Establishes and maintains effective working relationships with property and business owners, coworkers, and the general public. Advises property owners and/or managers of methods to improve life safety and abate fire hazards. Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations. Responds to complaints and questions from citizens. Interprets and explains fire codes and regulations. May testify in court regarding fire inspection. May assist with public education programs by conducting fire prevention and life safety classes for schools, churches, civic groups, industries, etc., as well as classes for fire personnel on fire and building codes and commercial inspections. Instructs and demonstrates fire and life safety practices. Prepares written documents, such as fire inspection, summaries for hazardous material operators, business correspondence, and drafts of fire prevention policies and procedures.

Manual/Physical: Work involves considerable walking, climbing, bending, stooping, lifting (up to 50 pounds) for checking fire extinguishers, etc.; looking overhead; and/or working in small/cramped areas; and using small hand tools (pliers, screwdrivers, wrenches, etc.) while performing inspection duties. Works at elevated levels on roofs, high-rise buildings, or on a ladder or lift up to 25 feet, when performing inspections. Conducts business inspections for public and private buildings for life safety and fire protection equipment, systems, processes, and hazards. Performs plan reviews for fire department access, e.g., lock boxes, fire lanes. Distinguishes colors to read hazardous materials fire diamonds (704M) and to examine electrical or alarm panel wiring and panel status indicators. Inspects fire alarm systems with audible and visual warning signals.



# SOUTH LYON FIRE DEPARTMENT

## Manual of Procedures 206

Photographs and details fire hazards and damages. Issues permits as necessary. Prepares evidence for court. Enters fire inspection report data and information in the field from inspections into a computer record system. Prepares and updates fire department details, pre-plans, documents, etc. Operates a motor vehicle requiring a standard State of Michigan driver's license to travel to inspection sites. Ability to recognize/identify chemical odors during inspections. Position is subject to atmospheric conditions such as, fumes, dusts, odors, mists, gases, or poor ventilation, which may require the use of a basic filtration mask. Position is subject to environmental conditions of activities occurring both indoor and outdoor. Operates a variety of standard office equipment such as a personal computer, copy/facsimile machine, telecommunications equipment, and camera. Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

Mental: Prioritizes own work assignments, conducts research, and analyzes data related to inspections. May coordinate joint inspections with building inspectors and plan reviewers. Uses fire department and other city resources to conduct research about businesses prior to inspections. Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and fire department Manual of Procedures (MOPs). Determines compliance with life safety and fire prevention laws and standards. Researches and analyzes hazardous materials classification and code data to present options in resolving fire and life safety problems. Takes appropriate steps to ensure compliance with fire prevention and life safety regulations. Resolves issues with business owners and citizens through education, direction, and enforcement. Comprehends and interprets local and national fire and life safety codes and standards, as well as blueprints and schematic drawings. Learns fire prevention, protection, and public education material through on-the-job training and in classroom settings.

### Knowledge and Abilities:

#### Knowledge of:

Fire hazards and unsafe conditions and practices; fire codes and regulations; Michigan Right to Know laws and SARA Title III; basic firefighting procedures and methods; basic information relating to electrical, mechanical, plumbing, and structural codes; building construction and fire protection and life safety systems; public education methods; and data entry and computer skills. Experience and proficiency with Microsoft Word, Outlook, PowerPoint, and Excel.

#### Ability to:

Inspect buildings for fire hazards, verify fire protective equipment and systems maintenance, fire exit adequacy, and compliance with fire prevention laws and standards; prioritize and complete inspection and non-inspection assignments; follow-up on inspections to gain compliance; present public education programs; work with others, problem-solve and determine win/win solutions; work effectively with other Inspectors, following direction or providing mentoring as necessary; provide a consistent, high-level of customer service; express ideas clearly and concisely, both orally and in writing; and deal persuasively and effectively with property owners and the public.



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## **Manual of Procedures 206**

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the fire department as the needs of the fire department and requirements of the job change.

#### **IV. EDUCATION AND TRAINING**

Any combination equivalent to experience and education that is required knowledge, skills and abilities would be qualifying. A typical way would be:

Education:

- A. Graduation from high school or GED equivalent.
- B. Additional college level courses or a Bachelor's Degree in management, public administration or fire science is highly desirable, with at least six (6) credits in supervisory management.
- C. NFPA Certified Fire Inspector I (CFI-I)
- D. Licensed State of Michigan Fire Inspector
- E. NFPA Certified Fire Inspector II (CFI-II) (desired)
- F. NFPA Certified Fire Plan Examiner (CFPE) (desired)
- G. Must possess a current, valid State of Michigan Driver's License

Approved by  
/s/ Chief Mike Kennedy