

**PART –TIME FIRE INSPECTOR**  
**City of North Royalton**

POSITION TITLE: Part time fire inspector (24-28 hours per week)

DEPARTMENT: Fire Department

FLSA STATUS: Non-Exempt

SALARY RANGE: \$ 25.24

Non-union

REPORTS TO: Asst. Chief/Fire Marshal

**JOB SUMMARY:**

The part time fire inspector's primarily duties are those related to fire prevention activities, including but not limited to fire prevention and safety inspections and other tasks related to the compliance with fire code, laws and regulations under the direct supervision of the Assistant Chief/Fire Marshal. Other duties may be assigned. The position requires extensive interaction with other employees, state and local enforcement officials, business owners and the public.

**ESSENTIAL JOB FUNCTIONS:**

The following list of essential job functions is not exclusive or all-inclusive. Other Duties may be required and assigned.

- Schedule and conduct fire prevention inspections of businesses, schools, day care facilities, nursing homes and other occupancies as assigned.
- Schedule and conduct fire safety inspections for all new residential construction and assists in the Fire Safety Residential Inspection Program.
- Assist Fire Marshal or his or her designee in reviewing/approving building construction plans for code compliance and make recommendations pertinent to the safety and preservation of life and property in accordance with applicable codes.
- Inspect buildings and installations during and/or after construction to ensure compliance with applicable codes.
- Issue permits, licenses, and certificates as authorized by the Ohio Revised Code, and collect fees, when applicable.
- Issue written notices, warnings and/or citations as necessary.
- Conduct follow up inspections to ensure violations were corrected.
- Assist the Building Department with Occupancy Permit inspections and follow ups.
- Assist Fire Marshal or his or her designee in advising developers, contractors, property owners, the public and other city personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling and storage of hazardous materials.
- Assist Fire Marshal or his or her designee in proposed changes to the Fire Prevention codes for the betterment of fire safety and prevention activities.
- Prepare and maintain electronic and/or hard files of occupancies, inspections, fire protection system testing, complaints, and any reports as required by Fire Marshal.
- Initiate and prepare fire prevention activity reports as required by Fire Marshal.

- Attend essential fire prevention training as directed by the Chief/Asst. Chief including those conducted by the NEOFPA.
- Assist in Knox Box administration.
- Assist in the exports of fire and ems reports.
- Assist the City Law Department and/or County Prosecutor with any code violations or arson prosecutions, both as an investigator and/or expert witness.
- Assist in other department duties as required/requested.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fire prevention inspections, rules, procedures and operations, including but not limited to Perform skills and knowledge based on NFPA 1031.
- Knowledge of the Ohio and Municipal Fire Codes.
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction.
- Ability to learn and comprehend fire department policies, procedures, processes and regulations.
- Ability to research and review fire legislation, fire codes, building codes, ordinances, and causes and prevention of fires and explosions.
- Must possess above average oral and written communications skills.
- Proficient reading comprehension, summarizing, and writing/editing skills.
- Ability to operate computer software for word processing, spreadsheet creation and management, database management, and PowerPoint presentations.
- Ability to enter data accurately and efficiently.
- Ability to listen to, communicate, and work effectively with a diverse group of people.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality, and demonstrate discretion and sound judgment.
- Ability to establish and maintain effective working relationships with supervisors, subordinates employees, business owners and members of the public.
- Ability to demonstrate initiative in work environment.
- Provide effective, efficient and excellent customer service and promote and maintain responsible community relations.
- Demonstrate an ability to foster and promote diplomatic and tactful relationships with other governmental and civic agencies, business and residents to further appropriate professional communications.
- Possess good public relation skills and an ability to evaluate situations, process information and derive valid reasonable decisions based on training and experience; make good independent decisions based on practices, rules, and procedures.

### **QUALIFICATION, TRAINING, AND EXPERIENCE:**

- Minimum Qualifications: Required to have and maintain State of Ohio Fire Inspector certification

- Shall meet the qualifications as set forth in R.C. 4765.22 and O.A.C Rules 4765-20-01 through 07.
- Shall maintain State of Ohio Firefighter II certification
- Shall meet the Professional Qualifications for Fire Inspector as listed in NFPA 1031
- At least 5 years' experience as a Fire Inspector
- Combination of education and professional work experience demonstrating the skill required to perform the job of Fire Inspector

Must possess a High School Diploma or equivalent. Must possess a valid state of Ohio Driver's License. Must possess knowledge of computer software related to the accurate and efficient performance of word processing and spreadsheet/database entry and management. The position may require successful completion of additional post-employment procedures and training.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENTS:**

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. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- *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 the job.
  1. Lifting, carrying, pushing and/or pulling (Strength): Lifting objects in excess of 40 lbs. with frequent lifting and/or carrying of objects weighing 20 lbs. or more.
  2. Climbing and/or Balancing: *Climbing:* Ascending or descending ladders, stairs, scaffolding, ramps, and poles using the feet and legs and/or hands and arms. *Balancing:* Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
  3. Stooping, Kneeling, Crouching, and/or Crawling: *Stooping:* Bending the body downward and forward by bending the spine at the waist. *Kneeling:* Bending the legs at the knees to come to rest on the knee or knees. *Crouching:* Bending the body downward and forward by bending the legs and spine. *Crawling:* Moving about on the hands and knees or hands and feet.
  4. Reaching, Handling, Fingering and/or Feeling: *Reaching:* Extending the hands and arms in any direction. *Handling:* Seizing, holding, grasping, turning, or otherwise working with the hand. *Fingering:* Picking, pinching or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling). *Feeling:* Perceiving such attributes of objects and materials as size, shape, temperature, or texture by means of receptors in the skin, particularly those of the finger tips.

5. Talking and/or Hearing: *Talking:* Expressing or exchanging ideas by means of the spoken word. *Hearing:* Perceiving the nature of sounds by the ear.
  6. Seeing: Obtaining impressions through the eye of the shape, size, distance, motion, color or other characteristic of objects. The major visual functions are 1. Acuity, far and near 2. Depth perception 3. Field of vision 4. Accommodation 5. Color vision
  7. Taste and smell
- *Working Conditions:* The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Work will be performed primarily in an office, vehicle, outdoor setting or occupancy, in all weather conditions, including temperature extremes, as well as conduction inspections of existing buildings and buildings under constructions. Individual may be exposed to hearing extremes. The noise level in the work environment is usually quiet in the office setting and loud in the field.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**Opening: September 17, 2018**

**Closing: September 26, 2018**

Interested individuals are requested to submit an application, which can be found at [www.northroyalton.org](http://www.northroyalton.org) or at City Hall, 14600 State Road, North Royalton, Ohio 44133. Applications can be submitted in person at City Hall, Monday-Friday 8am-4:30pm or emailed to [hr@northroyalton.org](mailto:hr@northroyalton.org) through September 26, 2018 at 4:30.

**An Equal Opportunity Employer**