

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FIRE INSPECTOR  
CLASS CODE: 4206

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/10/2015 (REVISED 12/31/2014 VERSION)  
DEPARTMENT: COMMUNITY DEVELOPMENT

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## **JOB SUMMARY**

Under general supervision of the County Fire Marshal, performs a variety of working level, technical fire prevention and investigative duties related to fire safety training and code enforcement to prevent loss of life and property caused by fire or other emergencies. Responds to fire and other emergencies in unincorporated Utah County.

## **ESSENTIAL FUNCTIONS**

Performs annual fire inspections of currently licensed businesses in unincorporated Utah County, non-licensed facilities, and Utah County Government facilities as requested.

Issues permits and conducts inspections of Liquefied Petroleum Gas (LPG) propane tanks, flammable and combustible fuel tanks, and hazardous materials according to adopted fire codes.

Completes and issues explosive blasting permits and conducts on-site inspection for fire code compliance.

Provides pre-fire plans, hazardous material inventory lists and other related information regarding permits to city fire chiefs as required by Utah County Fire contracts.

Manages a computerized fire inspection program(Code Pal) which tracks fire code violations of state and county adopted fire code.

Reviews plans, issues operational permits for, and inspects special events, carnivals, fairs, exhibits, and pyrotechnic displays.

Responds to emergency calls in unincorporated Utah County areas to oversee operational procedures and look out for County's interest.

Performs origin and cause investigations of fires.

Prepares investigation reports in clear and understandable manner.

Responds to emergency scenes at request of local fire officials in Utah County.

Attends Local Emergency Planning Committee (LEPC) meetings to provide and gather up-to-date information on hazardous materials in Utah County and statewide.

Oversees Utah State Tier II reporting of hazardous materials within unincorporated Utah County.

Reviews zoning clearances and temporary use permits with other County departments.

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Conducts inspections of fire sprinkler systems as needed.

Facilitates invoicing procedures for fire inspections with the Auditor's Office.

Investigates fire-related complaints from citizens of Utah County.

Prepares legal action files on violations as needed and submits the same to the Attorney's Office.

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

**Working knowledge of:** state, county, and city codes, laws, regulations, and ordinances related to fire prevention, investigation, and prosecution; fire investigation methods and procedures; common fire hazards and related safety precautions; fire fighting methods, techniques, and procedures; hazardous materials; fire sprinklers; firefighting equipment types and varieties and their most appropriate and effective use; equipment maintenance and care; fire vehicle equipment; Incident Command system and fire ground operations.

**Skill in:** interpersonal communication; training methods and techniques; basic computer use.

**Ability to:** organize and analyze evidence related to causes of fire; determine fire causes; prepare department reports in a clear and understandable manner; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is typically performed in a controlled environment, but is subject to all seasonal and weather extremes. Work occasionally exposes incumbent to hazard uncertainty and requires physical readiness and conditioning. Work requires continuous use of motor skills. Work occasionally requires the use of National Fire Protection Association (NFPA) compliant Personal Protective Equipment (PPE). Work requires driving a motor vehicle regularly and incumbent will be on-call for up to two weeks a month.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **EDUCATION AND EXPERIENCE**

- Associate's degree or higher in Fire Science or two years of related experience
- A minimum of one year work experience which includes the following:
  - Conducting inspections or other fire prevention services.
  - Fireground operations.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

- Applicant must possess either Utah State Fire Inspector I or International Code Council (ICC) Fire Inspector Certification at time of application and obtain the other during probationary period for new hires or during the trial period for County Employees promoted into this classification through a competitive recruitment process. Note: International Fire Service Accreditation Counsel Fire Inspector (IFSAC) certification or National Board on Fire Service Professional Qualifications (ProBoard) may be substituted for the Utah State Fire Inspector I certification.
- Preference may be given to applicants with the following certifications:
  - Utah State Fire Fighter I or higher or ProBoard or IFSAC equivalent.
  - Utah State Fire Office or ProBoard or IFSAC equivalent.
  - Utah State Hazardous Materials Awareness or ProBoard or IFSAC equivalent.

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Utah State Hazardous Materials Operations or ProBoard or IFSAC equivalent.  
Utah State certification as Fire Investigator or ProBoard or IFSAC equivalent.  
One or both of the following national recognized Fire Investigation certification(s).  
National Association of Fire Investigators (NAFI)  
International Association of Arson Investigators (IAAI)

- Incumbents must successfully complete annual training required to maintain certification.
- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.