



## Permanent Part Time Fire Inspector

### JOB VACANCY POSTING

**Opening Date:** January 12<sup>th</sup> 2018

**Closing Date:** Open Until Filled

**Department:** Fire Department

**SALARY:** \$20.38 Hourly

**Position Summary:**

The Fire Inspector is a skilled inspection and enforcement **Permanent Part Time Position** which is responsible for promoting fire safety and securing compliance with fire prevention laws and ordinances. The work emphasizes the inspection of commercial and industrial establishments and places of public assembly. The position usually works independently but is under the direct supervision of the Fire Marshal, and the general supervision of the Deputy Director of Public Safety – Fire Services.

**Essential Job Functions, Duties and Responsibilities:**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each function satisfactorily.

- Performs fire prevention inspections and investigations on local places of public assembly, multiple family dwellings, business and industrial establishments for existing or potential fire hazards; orders correction of dangerous conditions.
- Reviews site plans for proposed new construction or renovation for the purpose of gathering information for pre-fire/incident plans to be used internally by Van Buren Township firefighters.
- In the absence of a Fire Marshal, and within the scope of training, may conduct Plan Reviews – reviewing and evaluating new construction or renovation project site plans for fire apparatus access, ability to access water to fight a fire, life safety, alarm detection, fire suppression systems.
- Works closely in joint cooperation with the Developmental Services Department to review plans for the purpose of pre-fire planning and systems testing (i.e. inspects existing fire escapes, existing portable extinguishers, and existing fire protection hood systems and equipment for proper maintenance, etc.) Coordinating with Building Inspectors to make sure that the building is fire code ready and all of the life safety items are in place.
- Evaluating fire suppression systems making sure that there was a flush, suppression rough, hydro, and a final to make sure they match submitted plans.
- Works with the Fire Marshal to establish a coordinated tracking system and schedule to conduct the regular fire testing and fire system walk-through of buildings, after the final certificate of occupancy has been issued by the Developmental Services Department. Interprets and enforces Township codes, ordinances, including the latest adopted Fire Prevention and Life Safety Code, and state regulations. Along with the Fire Marshal makes recommendations on changes to ordinances and regulations.

- Conducts investigations and mitigates complaints relative to fire hazards. This not only include complaints such as blocked exits, greasy hood and ducts, or blocked fire lanes, but also the neighbor complaint on open burning.
- Along with the Fire Marshal investigates suspicious fires, high-value loss, fatal fires, or when required by the Fire Chief to determine the cause and origin. Documents findings and preserves evidence. Coordinates investigative efforts with private investigators and insurance agents and testifies in court when necessary.
- Assists with the development and implementation of fire prevention programs.
- Prepares reports of inspections and investigations performed.
- Receives and transmits radio and telephone messages and calls for service to the Fire Department. Provides information to the general public, electronically, in-person, and via telephone.
- Operates portable fire extinguishers, and similar equipment.
- Raises, lowers, and climbs ground ladders.
- Drives and operates departmental vehicles in compliance with P.A 300.
- Attend training programs pertinent to fire inspector/investigator duties.
- Performs other related duties as required and assigned within knowledge, skills and abilities set forth.
- Where necessary, coordinates and completes Sara Title III planning to comply with applicable MIOSHA laws.

**Additional Job Duties:**

- Participates in pre-incident surveys and fire prevention programs. Assists with and participates in the fire department's training program. Participates in fire drills; attends classes in fire inspection, emergency medical, hazardous materials and related subjects; assists in developing plans for special assignments such as emergency preparedness, hazardous materials, and other relevant topics.
- Participates in public fire education programs. They may present programs to the community on safety or fire prevention topics. They may be called upon to assist the department supervisory and administrative activities as assigned; may assist to coordinate, instruct, or supervise work of fire fighters, new paid-on-call or other department personnel conducting pre-incident plans or other safety programs assigned.
- Attend various township meetings (i.e.: Work Study, Board of Trustee, or Planning Commission) where required by the Fire Chief.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- NFPA certification as a Fire Inspector I, Fire Inspector II and Plans Examiner. Employee must maintain these certifications during the course of their employment as Permanent Part-time Fire Inspector.
- Licensed State of Michigan Fire Inspector. Employee must maintain this license during the course of their employment as Permanent Part-time Fire Inspector.
- Certified (preferred) Fire Investigator with a minimum of the 16 hour Investigator Class and State of Michigan EMS license to EMT-B provided by dept. or higher.
- Must be able to obtain and maintain state certification as required by law for fire inspection/fire prevention work.
- Must possess a current, valid Michigan Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving. Must have and maintain a good driving record.
- Considerable knowledge of the principles, practices and procedures of modern fire prevention, inspection, and arson detection.
- Knowledge of Michigan Right to Know laws and SARA Title III.
- Knowledge of Township buildings and related codes and ordinances.
- Knowledge of major types of building construction, materials, and equipment, as well as their associated hazards.
- Ability to communicate and work effectively with department personnel, building owners, and the general public and to effect and maintain positive working relationships regarding inspections and regulatory matters.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to maintain accurate and legible records and prepare reports in a timely manner.
- Ability to read, understand, and interpret plans, diagrams, specifications, and blueprints or use available sources of assistance, where necessary.
- Ability to understand and follow oral and written directions, instructions, and procedures.
- Ability to establish effective working relationships and use good judgment, accept lines of authority, and utilize initiative and resourcefulness when dealing with all Department of Public Safety personnel, township personnel, and the public.

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee's environment can range from the fire station office setting, walking inside large buildings or warehouses, to walking outside in a variety of terrain. A fire inspector may expect to face a variety of physical demands.

The following physical demands and/or environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: standing; walking; running; using hands to handle or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching, or crawling; talking or hearing; and smelling. The employee is also required to lift and/or move objects of heavy weight. Vision requirements for this position include close vision, distance vision, peripheral vision, and depth perception (corrections such as glasses or contacts are acceptable). The employee must maintain the physical ability to perform the duties of this job.

While unlikely the employee may be exposed to fire, wet and/or humid conditions; high, precarious places; small, dark, enclosed areas; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat, moving mechanical parts, vibration, and risk of electrical shock. The noise level in the work environment can vary from quiet while in the station house to very loud at fire scenes.

Typical hours of work shall be 8am-4pm Tuesday, Wednesday, and Thursdays but the Fire Inspector shall have the ability to work flexible hours and potentially extra hours up to 29 hours per week.

**How to Apply**

You must submit a cover letter and resume including three professional references to:

Charter Township of Van Buren  
Attn: Human Resource  
46425 Tyler Road  
Van Buren Twp, Michigan 48111  
(734) 699-8900  
nsumpter@vanburen-mi.org

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