

Fern Creek Fire Protection District

Fire Inspector

Job Description

JOB TITLE: FIRE INSPECTOR

FLSA: \$18.00 Parttime/Non-Haz

REPORTS TO: Fire Marshal

DATE: 1 August 2022

GENERAL DEFINITION OF WORK:

Under the general supervision of management staff, the Fire Inspector performs fire protection work on behalf of Fern Creek Fire Protection District by conducting inspections of public and private premises, enforcing fire ordinances and regulations, and educating the public on fire safety practices. The Fire Inspector also performs related work in support of their assigned division, program, or function within the Fire Prevention Division; assumes on-going programmatic duties and responsibilities specific to their area of assignment, which may include building, planning, and/or Fire Prevention. They will also provide specialized departmental or program information and assistance to District staff and the public.

ESSENTIAL JOB FUNCTIONS:

- Responsible for obtaining and maintaining a minimum level of certification as a Fire and Building Inspector for the State of Kentucky.
- Responsible for general office functions within the Fire Prevention Bureau and other administrative tasks.
- Responsible for keeping a record of all building permits in the Fern Creek area. Provide monthly progress report to the Fire Marshal.
- Responsible for keeping an updated list of emergency phone numbers for all properties that are inspected. This list shall be accessible to the membership.
- Responsible for review of all minor plats, plan review of new commercial construction and subdivision construction including the placement of hydrants, fire lanes, fire department accessibility etc.
- Responsible for assisting inspections of all State Licensed facilities with the State Fire Marshal's Office.
- Assist with Smoke Alarm and CO detector program.
- Perform other related tasks as assigned by the Chief.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws governing fire/rescue services. Knowledge of OSHA, ANSI, NEC, NFPA, and General Industry Standards.
- Knowledge of radio and telephone communications systems and methods of operation. Ability to prepare technical and administrative recommendations and reports.
- Ability to handle confidential and sensitive material in a highly professional manner.
- Ability to plan and schedule provided work and assigned inspections.
- Ability to speak effectively before officials and citizen groups.
- Ability to communicate effectively, both orally and in writing. Physical ability to perform essential job duties. Physical ability to perform essential job duties.
- Maintenance of education, licensing as well as any pertaining fire, building and life safety codes.
- Maintain 20 hours of annual training specific to fire prevention and inspection principles.
- Possession of an appropriate driver's license required.

WORKING CONDITIONS: Work is performed both in the field and in a standard office environment. Work will require, but not limited too daily standing, sitting, bending, reaching and possible climbing. This field work may be performed in various weather and temperature conditions. This work may be performed in uneven and loose footing areas.

Please visit one of the sites below for more information or how to apply:

<http://www.ferncreekfire.com>

<https://www.facebook.com/ferncreekfire/>