

**TOWNSHIP OF SPRING  
FIRE PREVENTION INSPECTOR  
JOB DESCRIPTION**

**Job Title:** Fire Prevention Inspector  
**Department:** Township of Spring Fire Rescue Service  
**Reports to:** Fire Marshal  
**Employment Status:** Part-time  
**FLSA:** Non - Exempt  
**Prepared by:** Colin D. Hackman  
**Prepared Date:** 07/25/2018  
**Approved By:** Board of Supervisors  
**Approved Date:** 01/28/2019

**SUMMARY**

Under direction of the Fire Marshal, the Fire Prevention Inspector shall perform all duties necessary with respect to inspections of buildings related to fire prevention and code enforcement, and the administration of the Township and contracted areas Fire Codes. Responsible for enforcement of all laws, ordinances, and regulations with the respect to prevention, alarm procedures, public and private dwellings and other matters pertaining to general public health, safety and welfare of the residence of Spring Township and contracted areas. This position also has the responsibility of making difficult fire safety code enforcement decisions. This work requires that the employee have considerable knowledge, skill and ability in fire safety code inspection procedures and all state fire safety regulations. Must work closely and cooperatively with the Fire Marshal to assure coordination of all Township of Spring Fire Rescue activities.

**LEVEL OF SUPERVISION:** Work is performed under the general direction of the Fire Marshal but requires the ability to independently direct and manage the daily operations and tactical responsibilities of Fire Codes Management and Enforcement.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

1. Responsible for fire/life-safety inspections of commercial and retail establishments, health care facilities, new construction, if requested residences and issues permits as needed.
2. Responsible for implementing Operational Permits, per the Fire Code.
3. Interprets and enforces fire codes, ordinances and standards.
4. Inspects storage, handling and use of explosives, flammable substances and hazardous materials.

5. Issues written orders and violation notices for elimination of fire / life safety hazards.
6. Responds to concerns, inquires and complaints from the general public in both oral and written contexts.
7. Maintains records and logs of inspections and/or complaints.
8. Perform such other general duties as directed by the Fire Marshal.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE**

High School Diploma or GED and minimum (2) two years Fire Code Enforcement experience.

### **LANGUAGE SKILLS**

Ability to read, write, analyze and interpret technical procedures and SOPs. Ability to effectively present information and instructions and to respond to questions from the general public. Must be able to effectively communicate, verbally and in writing, pertinent information concerning Fire / Life Safety Codes and activities to the Fire Marshal. Ability to effectively verbally communicate sometimes complex information and instructions to fire services personnel, at times in high pressure and stressful situations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Must have the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **LICENSES, CERTIFICATIONS**

1. Valid driver's license – Shall have a valid Pennsylvania Class C Driver's License with an acceptable driving record (if license is from another state, must obtain PA license within 6 months of hire).
2. NFPA 1031 Fire Inspector 1
  - Labor and Industries Card
  - NIMS 100, 200, 700, 800

- Shall have general construction knowledge
- Shall have general firefighting knowledge

**COMPUTER OPERATIONS**

Basic personal computer skills including electronic mail, word processing, spreadsheet and graphics as well as the ability to learn and effectively utilize department specific software and applications including, but not limited to, Emergency Reporting software.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is frequently performed on site at various commercial, industrial, multi-family and other public occupancies. Some work is performed in an office setting and frequent driving of a vehicle is required. Occasionally the employee is required to work outside in weather conditions during the inspection of various properties or construction sites. The employee occasionally works near hazardous environments. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee may be required to stand, sit, walk, hear, taste and smell, use hands and fingers to feel, handle, or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**OTHER:**

Requires Criminal and FBI Background check, Child Abuse Clearance and drug test.

*I have read the above job description and acknowledge receipt of same. I understand that this job description is not all inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements/duties.*

---

Signature

Date

Printed Name