

JOB DESCRIPTION

Class Title : **Firefighter/Fire Inspector**
Department : **Department of Public Safety**
Fire Prevention Division
Date : **February 1, 2010**

Description of Position: Protects lives and property through activities associated with fire prevention, fire suppression, hazardous materials and emergency medical incidents. Work involves training for and participating in fire fighting duties, providing emergency care for sick and injured persons and fire prevention activities. Other duties include performing fire inspections for residential and commercial properties located within the Township.

Work Environment: The physical requirements and working conditions described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

- Must be able to lift, move and climb ladder.
- Must have agility to climb through rafters, on roofs and crawl through tunnels.
- Must be able to open and close valves and be able to advance with hose discharging water.
- Must be able to carry heavy loads up and down stairs.
- Must be able to hear alarms and respond.
- Must be able to effectively communicate via two-way radio and over the telephone.
- Must be able to grasp and safely use hand tools such as an axe, pike pole, chain saw, shovel, etc.

Working Conditions:

- Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, smoke or airborne particles, outside weather conditions, extreme heat, risk of electrical shock, and explosives.
- Occasionally exposed to high, precarious places; toxic or caustic chemicals; and vibration.
- The noise level in the work environment is usually loud.

Essential Job Functions: The following essential job functions are intended to describe the general nature and level of work required for the position. They are not intended as an exhausted list of all responsibilities, duties and skills required of personnel in the position.

- Respond to all fire incidents during regular working hours and perform functions as directed by the Incident Commander.
- Perform daily equipment and apparatus checks as directed by Supervisor.
- As part of team, perform fire suppression activities, control and mitigate hazardous material incidents, administer first aid, CPR, and other related emergency services as required.
- Inspect existing and newly constructed or repaired buildings of all types and kinds to determine compliance with the International Fire Code and International Property Maintenance Code.
- Inspect commercial and industrial buildings to ascertain the means and methods used for the storage and use of flammable materials, liquids, gases or other substances and to ascertain any fire hazards or fire code violations.
- Conduct or assist in conducting fire drills at all schools and other occupancies required to conduct same and instruct students, teachers and administrators in fire drill procedures and fire prevention.

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- Report to appropriate supervisor or department head all violations of statutes, ordinances, rules and regulations resulting from the inspection of assigned properties. Make follow-up inspections after any violations are identified or ordered corrected, in a timely period.
- Arrange or assist in arranging meetings with private and public groups to explain fire prevention programs.
- Prepare and/or assist in preparing reports and forms relative to inspection, prevention programs, investigations of fires and pre-planning.
- Write and issue parking violation notices for violations related to fire. These would include, but are not limited to, Fire Lane, Fire Hydrant (Plug) and prohibited areas.

Necessary Occupational Traits: The following knowledge, abilities and skills represent the necessary occupational traits needed at the time of appointment to perform the essential job functions of the position.

Knowledge:

- Extensive knowledge of fire prevention, principles, methods, practices and techniques, statutes, ordinances and regulations relative to the inspections of buildings of all types.
- Knowledge of first aid principles.
- Knowledge of the location of all streets and fire hydrants in the Township.
- Knowledge of dispatch procedures.
- Shall generally meet the requirements of NFPA Standard 1031, Fire Inspector I.

Skills:

- Skill in operating a motor vehicle.
- Skill in handling, use and maintenance of fire equipment and tools.
- Skill in the application of first aid principles.

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Abilities:

- Ability to perform the duties of his position firmly, tactfully, honestly and impartially.
- Ability to prepare and maintain records of inspections and related work and be able to express ideas both in written and oral form.
- Ability to establish and maintain effective working relationships with associates and public.
- Ability to quickly and objectively analyze situations and determine proper course of action;
- Ability to understand and carrying out complex instructions.

Minimum Educations, Training & Experience Requirements:

Every applicant shall possess a diploma from an accredited high school or a graduate equivalency diploma. Every applicant must be a United States Citizen, be physically and mentally fit to perform the full duties of a FF/FI and, prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

In addition, at time of appointment, each applicant shall have obtained the following certifications: National Firefighter I, Firefighter II, a Commonwealth of Pennsylvania Department of Labor and Industry certification as a Fire Inspector I and Hazardous Materials Operation Level. Preferred requirements are Driver operation, pumper and driver operator aerial certifications, emergency vehicle operations course, NIMS ICS100, ICS200, ICS700, ICS900, and it is preferred that an applicant have two or more years experience in most of the following: fire suppression, code interpretation and plan review and fire, building, plumbing codes, interpretation and enforcement of the ICC Fire Code.

Additionally, by the conclusion of the probationary period, the employee must have obtained an ICC Property Maintenance Inspector's certification.