

CITY OF LINCOLN

RESERVE FIRE INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Reserve Fire Inspector classification supports the City and Fire Department's Community Risk Reduction mission through fire prevention, inspection, education, and related support activities. Incumbents serve in a volunteer reserve capacity and assist the Fire Prevention Division by performing technical and administrative fire prevention work under supervision. This classification provides entry-level individuals an opportunity to gain practical experience and training in fire prevention and life safety services.

DISTINGUISHING CHARACTERISTICS:

Reserve Fire Inspectors serve in a volunteer capacity and are expected to participate regularly in assigned duties, training, and development activities, typically over a one-year period. Incumbents must exercise sound judgment, demonstrate professionalism, and work effectively within a team environment while supporting fire prevention and community risk reduction objectives., typically over a one-year period.

SUPERVISION RECEIVED/EXERCISED:

Supervision is received from the Fire Marshal, Battalion Chief, or Company Officer. Incumbents do not exercise supervisory responsibility over other personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Incumbents assist with activities of the Fire Prevention Division, including:

- Participating in public education, community outreach, and fire prevention programs.
- Assisting with business inspections and related fire prevention activities.
- Responding to public inquiries regarding fire and life safety requirements.
- Performing administrative and support functions at the Fire Company or Fire Prevention level.
- Preparing written and electronic inspection reports, correspondence, and related documentation.
- Maintaining communication and awareness of assignment through City and Department communication systems, including assigned email accounts.

EXAMPLE OF DUTIES:

- Supports the mission, goals, and core values of the City and Fire Department.

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- Communicates with management, staff, and members of the public regarding inspection activities and service needs.
- Assists in the preparation of fire inspection reports documenting technical observations and compliance findings.
- Assists with enforcement of applicable codes, laws, and City ordinances under supervision.
- Performs station maintenance and related support duties as assigned.
- Maintains a task book documenting required competencies, training, and completed assignments.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, and lifting more than 50 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in creating reports, and using a computer keyboard. Additionally, the position requires near, far, night, and color vision in situations where there is viewing of maps and fire scenes. When providing emergency services, the position may be required to walk or run on uneven and slippery surfaces and climb ladders. Position may be required to work outdoors in all weather conditions; around loud siren noise; and moving vehicles. This position's responsibilities will work around fires, chemicals, pesticides, blood, and other potentially toxic exposures. Position may be subject to stressful situations and work unusual and prolonged hours during emergencies, including multiweek mutual aid assignments. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Reserve Fire Inspector**. A typical way of obtaining the required qualifications is to possess:

Education: A high school diploma or GED equivalent is required. Enrollment in or completion of college-level fire technology coursework is desirable.

License/Certificate:

Required:

- Possession of valid Class C State of California Driver's License.
- Valid CPR Certification.
- California OSFM Fire Inspector 1A and 1B certifications must be obtained prior to appointment.

Desirable:

- California OSFM Fire Inspector 1C and 1D certifications.
- Hazardous Material First Responder Awareness certification.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Applicable federal, state, and local laws, codes, and regulations, including adopted Fire and Building Codes and related safety requirements; principles and practices of fire prevention, life safety inspections, and hazard recognition; Department rules, regulations, policies, and procedures; inspection methods and techniques used to evaluate structures and occupancies for fire and life safety compliance; basic fire behavior, fire protection systems, and fire suppression equipment; standard office procedures, practices, and computer software applications; methods and techniques for record keeping, report preparation, and documentation; and public contact and customer service practices related to enforcement and fire prevention activities.

Skill to:

Conduct fire and life safety inspections in a consistent and professional manner; identify fire hazards and code violations and recommend corrective actions; apply applicable codes and regulations to varying occupancy types and situations; prepare accurate inspection reports, notices, and related documentation; operate computers, tablets, and inspection software to enter and maintain records; provide fire prevention education and guidance to business owners and the public; and maintain effective working relationships with staff, other agencies, and community members.

Ability to:

Follow written and oral instructions; communicate clearly and concisely, verbally and in writing; read, interpret, and accurately record data, codes, and inspection findings; make sound decisions within established guidelines and departmental procedures; exercise judgment, tact, and professionalism when interacting with the public; work independently with minimal supervision while maintaining accountability; identify potential safety hazards and take appropriate action; and maintain accurate records while meeting established timelines.

Salary Range: Stipend
FLSA: N/A
Employee Group: Reserve
Adopted: