CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Senior Fire Inspector** **TE ASSIGNED**

CLASSIFICATION: **Fire Inspector** **FLSA**

DEPARTMENT: **Fire**

JOB SUMMARY:

This is an assigned position. Performs all duties of a Fire Inspector and serves as technical resource and lead to other department members in relation to fire code interpretation and fire investigation. The Senior Fire Inspector is required to apply highly technical knowledge of fire codes, applicable city ordinances, state law, and nationally recognized standards.

SUPERVISORY RELATIONSHIPS:

Reports to Division Chief of Life Safety. During an emergency, may be assigned a number of roles within the incident command system. The Senior Fire Inspectors is expected to exercise considerable independent judgment in the response to fire code enforcement and fire investigation.

WORK PERFORMED:

Senior Fire Inspector Duties:

The Senior Fire Inspector performs all of the essential functions of a Fire Inspector. In addition to those functions, the Senior Fire Inspector is expected to:

1. Reviews and evaluates development plans for required fire protection/access features and highly technical construction plans for new and remodeled structures of all types.

2. Reviews and evaluates plans and specifications of highly technical fire suppression, fire detection, fire alarm, smoke control, standpipe, and other fire protection systems for compliance with applicable fire protection standards and regulations.

3. Participates in technical review committee meetings with other City departments related to development.

4. Participates in the training and education of new fire inspectors, including providing feedback to the Division Chief for probationary evaluations.

5. Serves as a lead for other employees as assigned.

6. May serve as a lead for the entire division when the Division Chief is absent, as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

In addition to the performance requirements for the Fire Inspector class, Senior Fire Inspector requires:

- Working knowledge of Department, City, State, and federal policies, laws, codes, and standards related to fire protection.
- Knowledge of building construction methods and materials.
- Skills in using computer programs used in the division (RMS, permitting systems, fire investigation databases).
- Effective oral and written communication skills including the ability to communicate code requirements and develop written technical reports.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of five years of experience as a Bellingham Fire Department Fire Inspector;
- ICC Certification as Fire Inspector II;
- ICC Certification as Fire Plans Examiner;
- IFSAC or IAAI Certification as a Fire Investigator,
- Training in plan review for fire protection and detection systems.

NECESSARY SPECIAL REQUIREMENTS:

- Maintain all required certifications.

PREPARED BY: B. Hewett 3/16 **REVIEWED BY:** _____

Bill Newbold, Fire Chief

REVISED BY: