



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	104.21	Effective Date:	03/01/2013
		Revision Dates:	09/08/2017
Section:	Organizational Information		
Subject:	JOB DESCRIPTION – FIRE PREVENTION INSPECTOR/INVESTIGATOR		
By Order of Fire Chief Patrick J. Parker			

I. Scope

This guideline will establish the job description for Fire Prevention Inspector/Investigator for the Grand Traverse Metro Emergency Services Authority (GTMESSA).

II. Purpose

The Fire Prevention Inspector/ Investigator are expected to perform the full range of fire prevention inspection and investigation duties. Personnel at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

III. GENERAL DESCRIPTION

Under supervision and direction of the Assistant Chief/Fire Marshal, Inspectors perform thorough inspections of various occupancies and investigating for fire origin and cause. This work involves responsibility for participating in field enforcement of local and state laws relative to fire prevention and the determination of the origin and cause of fires. Considerable effort is required to correct fire hazards and areas where special hazards exist. Work is subject to periodic checks and reviewed through conferences and analysis of reports. A working knowledge of construction, fire and building codes, fire hazards, methods, and techniques of fire prevention, office practices and procedures, computer data entry and word processing skills are required. Inspector should be able to establish and maintain effective working relationships with property owners, other employers and the general public, as well as the ability to communicate with those groups and persons. This position may require irregular hours and travel by the employee in his/her personal vehicle.

BASIC FUNCTION: The Fire Prevention Inspector/ Investigator is responsible for inspecting public, commercial, and multi-residential structures for compliance with applicable fire codes. The Inspector determines if structures are in compliance with applicable fire codes and ordinances and sets corrective measures and time frames for compliance of same codes. The Fire Prevention Inspector/ Investigator is also responsible for determining the origin and cause of all fires and preparing cases for prosecution.

Principal Responsibilities: The Fire Prevention Inspector/ Investigator is responsible for the following:

- (1) Inspects public, commercial, and multi-residential structures to ensure compliance with the International Fire Code as adopted.
- (2) Conducts inspections of fire hazard complaints for compliance with jurisdiction, state, and federal regulations.

- (3) Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- (4) Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documents, and maintains files.
- (5) Provides court testimony regarding fire code violations.
- (6) Responds to emergencies dependent upon inspection schedule.
- (7) Required to perform and/ or assist with fire investigation origin and cause duties including after hours.
- (8) Assists and performs public education programs.
- (9) May be required to maintain firefighter status required annual trainings and pass annual physical agility testing.

Note: The above listing is intended to describe the general nature and level of work performed by personnel assigned to this classification and should not be construed as an exhaustive list of all job duties.

Minimum Qualifications. The Fire Prevention Inspector/ Investigator shall have the following minimum qualifications:

1. Must be at least 18 years of age.
2. Have no felony convictions.
3. Knowledge: Must have knowledge of building construction types; building and fire codes; fire hazards; methods and techniques of fire prevention.
4. Skills: Position requires effective oral and written communication skills. Must be able to make mathematical calculations.
5. Education: High School graduate and/or G.E.D. certificate.
6. Experience: This position requires experience in communicating and interacting with difficult people under stressful situations. Previous customer service experience is preferred as is experience in teaching adults.
7. Licenses/Certificates:
 - a. Valid unrestricted Michigan driver's license
 - b. Hazardous Materials Operations
 - c. MFFTC Firefighter Level II
 - d. Minimum of a Medical First Responder
8. Must be alcohol and drug-free and subject to random drug and alcohol testing.
9. Must meet the job performance requirements of NFPA 1031 and 1033.
10. Must have a minimum of five (5) years active fire suppression service with a volunteer, part-paid combination or full-time fire department.
11. Must have attended and successfully completed the Michigan State Police Fire Investigation 1 or National Fire Academy 80 Hour Fire Investigation class
12. Must possess and maintain ICC Fire Inspector I and/or NFPA Fire Inspector I certification and State of Michigan Certified Fire Inspector.
13. Must have the ability to acquire and to use specialized fire inspection and fire investigation knowledge, techniques and practices, and a mechanical aptitude.
14. Must be able and willing to work cooperatively and effectively within the structure of a team approach concept and/or individual initiative concept.

15. Must have the ability to work well with other individuals, be pleasant, congenial, and be able to remain calm and courteous in relationship with other personnel, management and the public.
16. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
17. Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
18. All personnel are subject, at all times, to the provisions of the Fire Department Rules and Regulations, Policy and Procedures Manual and any amendments, additions, deletions and/or other revisions hereto.
19. Must be comfortable communicating with people during unpleasant or hostile conversations.
20. Must be able to pass a NFPA 1582 physical exam annually.
21. Must be able to climb ladders and work in uncomfortable conditions that require stooping, kneeling and crawling.

Positions in this class shall be subject to pre-employment and random drug and alcohol testing. This position will also be subject to a thorough background check.

The foregoing statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills that might be required.

WAGES

This position is a 40 hour per week position paid on an hourly basis. Overtime may be required.

The wage scale for this position is a starting wage of \$22.81/hr with a maximum of \$27.70/ hr after 5 years of service and exceptional performance reviews. This scale may vary annually due to cost of living adjustments.

SOG 104.21 Authorized by: Chief Pat Parker

Chief Patrick J. Parker