



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

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Section:	<b>Organizational Information</b>	
Subject:	<b>JOB DESCRIPTIONS – FIRE PREVENTION INSPECTOR/INVESTIGATOR</b>	
By Order of Fire Chief Patrick J. Parker		

## **I. Scope**

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

## **II. Purpose**

The Fire Prevention Inspector/ Investigator is expected to perform the full range of fire prevention inspection and investigation duties as outlined in GTMESSA policies and procedures. 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, the Inspector/Investigator performs thorough inspections of various commercial occupancies as well as investigates for fire origin and cause. GTMESSA recognizes the Union Local 5288 as the sole and exclusive collective bargaining representative for this position and is classified as a 40-hour workweek. The work of the Inspector/Investigator includes 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 is reviewed through conferences and analysis of reports.

A working knowledge of construction, fire and building codes, fire hazards, methods, and techniques of fire prevention is required. Additional requirements include office practices and procedures, computer data entry, and word processing skills. Inspector/Investigator shall establish and maintain effective working relationships with property owners, other employees, and the general public. Inspector/Investigator shall also possess the ability to communicate with those groups and people. This position may require irregular hours and travel by the employee.

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

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

1. Inspection of 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 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 fire investigation origin and cause duties including after hours.
8. Assists and performs public education programs.
9. Ability to prepare and write reports that are clear, concise, and thorough.

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

1. Must be at least 18 years of age.
2. Must successfully complete pre-employment screening process.
3. Demonstrate effective oral and written communication skills.
4. Must be able to make mathematical calculations.
5. Possess experience in communicating and interacting with difficult people under stressful situations.
6. Must have a minimum of two (2) years fire suppression service with a part-time paid combination fire department or full-time fire department. Experience with building codes, construction codes, fire protection systems, and other relevant trades may qualify in lieu of fire suppression experience.
7. Must have the ability to acquire and to use specialized fire inspection and fire investigation knowledge, techniques and practices, and a mechanical aptitude.
8. Must be able and willing to work cooperatively and effectively within the structure of a team approach concept and/or individual initiative concept.
9. 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.
10. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
11. 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.

12. Must be comfortable communicating with people during unpleasant or hostile conversations.

**Preferred Qualifications:**

1. Previous customer service experience is preferred.
2. Previous experience in teaching adults is preferred.
3. Knowledge of building construction types; building and fire codes; fire hazards; methods and techniques of fire prevention preferred.

**LICENSES/CERTIFICATES:**

1. Valid unrestricted Michigan driver's license.
2. High School diploma and/or G.E.D. certificate.
3. Hazardous Materials Operations.
4. MFFTC Firefighter Level II.
5. Michigan State Police Fire Investigation 1 (or) National Fire Academy 80-hour Fire Investigation class; or be obtained in first year of employment as Inspector/Investigator.
6. Must possess and maintain ICC Fire Inspector I and/or NFPA Fire Inspector I certification and State of Michigan Certified Fire Inspector; or be obtained in first year of employment as Inspector/Investigator.
7. Must possess and maintain CPR and AED certificate.
8. Minimum of a Medical First Responder (MFR) or Emergency Medical Responder (EMR) is preferred but not required.
9. Must meet the job performance requirements of NFPA 1031 and 1033 within one year of hire.

**PHYSICAL REQUIREMENTS:**

1. Must be able to pass a NFPA 1582 physical exam annually.
2. Must be able to climb ladders and work in uncomfortable conditions that require stooping, kneeling and crawling.
3. Regularly required to stand.
4. May occasionally lift up to fifty (50) pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
6. Must meet the job performance requirements of NFPA 1031 and 1033.
7. If the individual so chooses, they may elect to maintain firefighter status, perform required annual trainings, meet the requirements of the firefighter job description, and pass annual physical ability testing.

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. 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.