



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	104.22	Effective Date:	05/10/2016
		Revision Dates:	
Section:	General Information		
Subject:	Job Description – Fire Inspector/Fire Life Protection Safety Plans Examiner		
By Order of Fire Chief Patrick J. Parker			

I. Scope

This guideline will establish the job description for Fire Inspector/ Fire Protection Life Safety Plans Examiner position for the Grand Traverse Metro Emergency Services Authority (GTMESSA)

II. Purpose

The Fire Inspector/ Fire Protection Life Safety Plans Examiner are expected to perform a full range of fire prevention inspections, plan reviews of fire protection systems and life safety items. Personnel at this level need occasional instruction or assistance and are aware of the operating procedures and policies of the work unit.

III. Response

General Description

Under supervision and direction of the Asst. Chief/Fire Marshal this position performs thorough inspections of various occupancies including new construction projects. Plans review, inspections and acceptance testing for all types of fire protection systems, new construction plans for life safety issues, as well as site plans for new developments. This work involves responsibility for participating in field enforcement of local and state laws relative to fire prevention. 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. Person must be able to establish and maintain effective working relationships with property owners, business owners, contractors, design professionals, construction codes and specialty trades inspectors, municipal officials 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 own vehicle. Annual inspection of existing businesses will be a required job function when time permits.

Basic Function:

The Fire Inspector/Fire Protection Life Safety Plans Examiner is responsible for performing plan reviews, inspections and acceptance testing of all types of fire protection

systems. This position must also review architectural plans for compliance with life safety items included in applicable codes, laws and ordinances as well as site plans in conjunction with municipal planning and zoning departments. Personnel in this position will be responsible for new projects and developments from concept to final occupancy certificate.

Principal Responsibilities The Fire Inspector/ Fire Protection Life Safety Plans Examiner is responsible for the following:

- (1) Inspects public, commercial and multi-residential structures to insure 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) Performs plan reviews, inspections and witnesses acceptance testing of all fire protection systems including but not limited to: all types of automatic fire sprinkler systems, standpipe systems, fire pumps, pre-engineered special hazard systems, engineered special hazard systems, fire alarm systems and fire/ smoke detection systems.
- (6) Review architectural building plans for compliance with life safety issues in applicable codes, standards, laws and ordinances and conduct inspections for verification.
- (7) Review site plans in conjunction with municipal planners and zoning personnel prior to issuance of land use permits for compliance with water supply, access and other requirements in all applicable codes, laws and ordinances.
- (8) Works closely with developers, business and building owners from concept to final occupancy certificate to insure compliance to all applicable codes, laws, standards and ordinances.
- (9) May respond to emergencies if schedule permits.

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 Inspector/ Fire Protection Life Safety Plans Examiner shall have the following minimum qualifications:

- (1) Knowledge: Must have knowledge of building construction types, occupancy use groups, chemical hazards, fire hazards, and fire and building codes including referenced installation standards, and methods and techniques of modern fire prevention / life safety practices.
- (2) Skills: Position requires effective oral and written communication skills. Must be able to read blueprints of all types perform mathematical calculations and make effective decisions.
- (3) Education: High School diploma or GED equivalency. A minimum of an Associate Degree in Fire Science, fire protection engineering or equivalent is required. Work experience may substitute minimum education requirements.
- (4) Experience: Must have a minimum of 5 years in the fire inspection field. This position requires extensive experience in fire prevention techniques, theories, fire and building codes, installation standards and the related construction fields. Personnel in this position must be familiar with hazards associated with construction sites.
- (5) Licenses/Certificates:

- a. Valid driver licenses with infractions not exceeding department requirements.
- b. NFPA Fire Inspector II
- c. NFPA Fire Plans Examiner
- d. Registered State of Michigan Fire Protection System Inspector
- e. Registered State of Michigan Fire Protection System Plan Reviewer
- f. State of Michigan Certified Fire Inspector

(6) Must be alcohol and drug free and subject to pre-employment and random drug and alcohol testing.

(7) Must meet the job performance requirements of NFPA 1031

(8) Must have a minimum of 10 years of fire suppression experience in the fire service.

WAGES

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

The wage scale for this position is a starting wage of \$24.51/hr. (with a maximum of \$29.56/hr. after 5 years of service in the position and exceptional performance reviews. This scale may vary annually due to cost of living adjustments.

SOG 104.22 Authorized by: Chief Pat Parker

Chief Patrick J. Parker