



Title: Fire Prevention Inspector Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Chief.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Six (6) to twelve (12) months education beyond high school/some college in related field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements**
 - International Association of Arson Investigators and International Code Council Fire Inspector I/II upon hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to plan, coordinate, and review all activities for the inspection staff of the department. Supervises day-to-day operation of fire inspectors; reviews inspection activities to ensure Division goals are met; establishes and maintains on call schedules for fire investigators; provides necessary equipment for fire investigations; creates inspection schedules and reports; provides field inspections for existing, new construction, activity and complaints; conducts fire investigations to determine origin and cause; provides plan review to ensure compliance with local and national codes for submitted construction projects; represents division within City and with outside organizations; provides interpretation of codes when necessary to evaluate alternative methods and processes; researches opportunities; implements division training for fire inspectors; takes over duties of division in absence of Deputy Chief.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Supervises fire inspections. Plans and coordinates activities for staff; ensures compliance with local and national codes.
3	Meets performance goals. Plans and evaluates staff tasks and functions; establishes performance requirements; monitors and reviews functions and staff; assists with budget preparation; forecasts department needs; acts in absence of supervisor.
4	Provides customer service. Providing technical expertise with project administration; investigates and resolves issues; meets with business and development representatives in order to achieve common goals.
5	Evaluates codes. Reviews plans for fire protection and equipment; ensures compliance; provides alternative methods and processes to meet goals.
6	Investigates fires and hazardous processes. Reviews permits and applications; conducts inspections and fire investigations; plans and schedules fire investigators; schedules training; completes reports and correspondence.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, fax / scanner / copier, and related software, arson investigating tools, radio.

PROTECTIVE EQUIPMENT REQUIRED:

Fire protective clothing and equipment.