

TITLE: FIRE INSPECTOR I-II

DEFINITION: Conducts technical and specialized inspections and investigations and reviews approved construction plans specific to complex existing structures, new construction, and industrial and commercial facilities for the enforcement of codes, regulations, and ordinances related to fire, building, and hazardous materials.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Under general supervision, performs the journey-level duties of the classification, including conducting inspections related to small to medium fire sprinkler and alarm improvements, changes of use, and conversion of occupancy to commercial buildings.

Grade Level II - Under minimal supervision, performs the most complex duties of the classification, including conducting technical fire inspections of complex structures, such as new high-rise buildings and large Group H occupancies, and new construction, which may incorporate multiple fire protection systems (including high hazard target occupancies). Acts in a lead capacity.

EXAMPLES OF DUTIES:

- Conducts complex fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and new construction sites to ensure compliance with the California Fire Code, City ordinances, state rules and regulations, and nationally recognized fire prevention standards;
- Inspects existing large residential and mixed occupancy buildings for code compliance.
- Inspects and tests installed fire protection systems, fire alarm systems, automatic fire suppression systems, and other life safety systems;
- Prepares notices for fire code violations and conducts follow-up inspections to ensure corrections are satisfactorily completed;
- Issues permits related to industrial and commercial occupancies, institutional and public assemblage occupancies, and new construction sites specific to fire codes;
- Reads and interprets plans and specifications related to new construction sites or complex construction to existing structures;
- Interprets and explains requirements and restrictions relative to environmental and fire life safety codes, ordinances, regulations, policies, and procedures;
- Identifies existing or potential fire safety concerns and recommends appropriate fire prevention/safety measures and systems;

- Conducts research, analyzes data, compiles information and writes, prepares, and presents reports regarding fire prevention inspections and actions taken with respect to fire prevention activities;
- Advises property owners and business owners regarding fire code requirements and interpretation of regulations;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Associates Degree in Building Inspection Technology, Engineering, Architecture, Code Enforcement, Fire Science Technology, or a closely related field;
- Two (2) years of full-time experience equivalent to a Fire Prevention Specialist, including conducting inspections to ensure compliance with various codes and regulations pertaining to fire codes, National Fire Protection Association (NFPA) standards, fire prevention, hazardous materials, and/or other fire hazards;
- Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.
- Valid motor vehicle operator's license;

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable regarding new developments within the field of fire code and building compliance;
- Knowledgeable of National Fire Protection Associations (NFPA) standards;
- Knowledgeable of modern construction practices, methods, and materials;
- Ability to write reports and read and interpret plans and specifications;
- Ability to communicate effectively both orally and in writing with employees, the public, and members of various organizations and outside agencies;
- Ability to deal effectively with people of diverse ethnic, social, and economic backgrounds;
- Ability to effectively use personal computers and applications for data entry, email, correspondence, etc.;
- Ability to perform arithmetic calculations.
- Ability to work evenings, weekends, and holidays as needed.

HISTORY:

Established: 09/09/2025