

# Ashwaubenon Public Safety Department

## Job Description

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### **I. Identification**

**Title:** **PART-TIME FIRE INSPECTOR**

**Reports To:** Lead Fire Inspector

### **II. Job Summary:**

This position conducts mandated fire inspections to assure compliance with State fire codes and participates in fire prevention activities.

### **III. Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required as assigned.

- A. Inspects buildings and premises as required by Wisconsin law and relative to fire codes.
- B. Prepares reports and maintains records of all fire inspections.
- C. Conducts follow-up for inspections.
- D. Issues citations for violations as per Department guidelines.
- E. Coordinates fire inspection services with building inspection efforts.
- F. Participates in the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.
- G. Conducts voluntary home inspections.
- H. Responds to complaints regarding fire code violations and fire hazards.
- I. Assists in other Department administrative activities as assigned.
- J. Any and other duties as assigned.
- K. May respond to fire/rescue incidents.

### **IV. Knowledge, Skills, and Abilities:**

- A. Knowledge of modern fire prevention principles, procedures, techniques and equipment, knowledge of building, electrical, mechanical, and fire codes, knowledge of inspection techniques, working knowledge of fire suppression techniques and equipment, working knowledge of first aid.

- B. Skill in the operation of the tools and equipment listed below.
- C. Ability to effectively apply standard fire prevention techniques, ability to act effectively in emergency and stressful situations, ability to follow verbal and written instructions, ability to communicate effectively orally and in writing, ability to establish effective working relationships with employees, other agencies, and the general public, ability to meet special requirements.
- D. Ability to read and interpret plans and specifications.

**V. Minimum Education and Experience:**

- A. High school diploma or GED equivalent, graduate of State Fire Academy as a FF I and II, certification as a first responder (D) or EMT desirable.
- B. Possession or ability to obtain State of Wisconsin Certification(s) required for performance of statutory mandated fire inspections within 1 year of employment.

**VI. Special Requirements:**

Must be 19 years or older, must possess or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state, no felony convictions or disqualifying criminal histories. U.S. citizen, must be able to read and write the English language, must be good moral character and of temperate and industrious habits.

Tools and Equipment Used

Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment, self contained breathing apparatus, small tools, and various related testing instruments.

**VII. Physical Demands:**

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.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear, use hands to finger, handle, or operate objects, tools or controls and reach with hands and arm. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **VIII. Work Environment:**

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.