

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## FIRE INSPECTOR I

Revision #

Date: 9/12/2005

Approved By:

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Reports to: Division Chief

Supervisory Position: No    PFA: No    Safety: Yes    FLSA Exempt: No

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### **General Position Description**

Under general direction, the Fire Inspector I performs a variety of public safety inspections of various types of buildings and properties. The Fire Inspector I will also be responsible for enforcing various fire codes and local ordinances. Typical fire hazard abatement tasks include surveying for hazards, mailing abatement notices, preparing and reviewing abatement work issued to contractor, preparing and mailing invoices to property owners, preparing unpaid invoices for tax lien, and public contact to address questions and complaints. Additional duties include fire origin and cause investigations, public education presentations, and other related duties as required.

### **Principle Duties and Responsibilities**

- The Fire Inspector makes parcel by parcel inspections for fire hazards on vacant parcels and on the yards and easements of homes, and notates these hazards on a parcel map.
- Oversees the preparation of notices to be mailed to property owners, abatement work issued to contractor(s), and invoices mailed to property owners.
- Reviews documents relating to inspections and recommends payments to abatement contractors.
- Prepares resolution and documents to send unpaid invoices to San Bernardino County Recorder's office to assess on the tax rolls.
- Coordinates related activities with other local agencies.
- Maintains records and reports related to Fire and Life Safety Section programs.
- Performs origin and cause fire investigations in hazardous environments that may include heat, smoke, and water; and require walking through debris or hiking hills.
- Conducts interviews of children involved in fire play and coordinates appropriate discipline with school officials and parents.
- Participates in a variety of public education programs.

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- Conducts fire safety inspections of commercial, industrial and other business properties.
- May issue notices and citations to gain compliance with fire codes or ordinances.
- Participates in District training drills as assigned.
- May assist with preparation of special projects.
- Performs other related duties as assigned.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Category I.