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POCATELLO FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

Subject: Fire Inspector

To: All Personnel

Revision Date: October 2008

From: Mike Duersch

Last Reviewed: October 2008

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POSITION PURPOSE:

This position is responsible for the inspection activities of the Fire Department. This position ensures that occupancies within the City of Pocatello comply with various life safety and fire codes adopted by the City and enforced by the Fire Department through its inspection program.

PRINCIPAL ACCOUNTABILITIES:

1. Performs site inspections of business occupancies, including businesses requiring City licensing such as daycares, child mental health outpatient services, and businesses selling alcohol.
2. Deliver fire safety education presentations to the public using oral, written and audio-visual communication methods.
3. Enhances the favorable relationship of the Pocatello Fire Department with architects, building contractors, businesses, daycares, and the citizens of Pocatello through timely and appropriate response to questions and complaints regarding Fire Code compliance.
4. Interprets and enforces codes and regulations necessary for safeguarding life and property from the hazards of fire, panic, hazardous materials and other related dangers.
5. Consults with the Assistant Chief over Public Safety, the Fire Inspection Captain and other appropriate City personnel and officials with questions on plan reviews, and programs relating to proposed administrative, operational, public education and public relations improvement projects related to fire prevention.
6. Ensures that occupancies within the City of Pocatello comply with City adopted International Fire codes, Pocatello Municipal Code and all other pertinent codes by providing accurate site plan and plan reviews for new building construction projects and newly occupied and remodeled business facilities.
7. Ensures that the Assistant Chief over Public Safety is informed of fire inspections completed by maintaining accurate and complete records and correspondence pertaining to the occupancies within the city of Pocatello using the available data collection and retrieval systems.

8. Shall remain current on the principles, practices and new developments for Fire Prevention by attending training sessions and reviewing publications and audio- visual materials.
9. Keeps the Division Chief over Public Safety informed concerning work progress, including present and potential work problems, with suggestions for new or improved ways of addressing problems.
10. Must maintain a valid State of Idaho Driver's License as a condition of employment and have with them while on duty.
11. Performs related work as assigned by supervisors.
12. Shall receive the necessary State Fire Inspector Certification within 6 months of hiring and maintain this certification as a condition of employment.
13. This position will respond during working hours and may be called upon after hours to fill command and/or staff positions on major incidents such as: fires, floods and mass casualty incidents, and ICS.
14. Provide fire scene investigations for the purpose of determining fire origin and cause coordinating the activities of the investigation of arson. Provide an accurate and timely record of fire investigation reports to the Assistant Chief over Public Safety.

NATURE AND SCOPE:

The work is performed under the direction of the Division Chief assigned over Public Safety and work is assigned by the Code Enforcement Fire Prevention Captain. Employee must have knowledge of the City adopted Fire Code, International Building code, and other codes related to sprinkler systems and fire alarm systems.

The primary responsibility of this position is to inspect facilities housing daycares, child mental health outpatient services, businesses selling alcohol, as well as other business occupancies to ensure that they comply with fire code requirements. The incumbent performs on-site inspections and works with business owners to gain required compliance. This position coordinates and conducts inspection procedures for businesses and the abatement of hazards prohibited by the code or ordinances. On rare occasions this position may be required to testify in court regarding enforcement issues.

This position functions within limits imposed by pertinent codes, ordinances, statutes, and established Department policy and adopted City Municipal Codes.

Challenges are maintaining positive relations with business owners and at the same time gaining compliance with code requirements. Another challenge is to properly apply fire code provisions to ensure safety of building occupants.

Internal contacts include the Division Chief, Fire Prevention Captain, Child Care Code Enforcement Officer, and fire department personnel. External contacts are with daycare operators, owners of other businesses, architects, engineers and the general public.

Equipment used by this position includes computers, calculators, audio-visual equipment, cameras, and fire extinguishers. ~~for training of licensees.~~

APPROVAL SIGNATURES:

Fire Chief

Date

Union Representative

Date