



Job Description  
Job Code: 159  
Revised: 6/25/09

## **FIRE INSPECTOR / FIREFIGHTER**

**DEFINITION:** Under general supervision of the Fire Marshal, performs various fire prevention activities including fire inspections, fire code enforcement, fire investigations and community fire & life safety education. May respond to emergency calls and participate in fire suppression, emergency medical treatment, rescue, hazardous material incident mitigation and special operations. Performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

Communicates and interacts extensively within the community to accomplish the fire department mission. Conducts fire safety inspections, enforces fire codes & standards, and identifies and mitigates fire & life safety hazards within the City of Cottonwood. Performs development and new construction site inspections to ensure compliance with approved plans. Conducts inspections of occupancies to ensure compliance with adopted codes & recognized standards. Inputs and maintains data & reports pertaining to fire prevention, generates correspondence regarding fire prevention activities, and assists in maintaining fire prevention records/reports via computer systems. Conducts basic research pertaining to fire & life safety issues and applies currently accepted practices. Participates in public fire & life safety education throughout the community and in the Verde Valley. Participates in job related training and development. Maintains physical fitness to department standards; participates in annual physical fitness assessment. Assists Fire Marshal / Fire Captains in activities as needed to meet Fire Department goals & objectives. May perform emergency 1<sup>st</sup> Responder duties as assigned.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of currently accepted principles and practices of fire prevention inspection and investigation  
Knowledge of fire protection systems; alarm systems, sprinkler systems, and extinguishing systems  
Knowledge of content and format of model fire code(s)  
Knowledge of the principles & practices of general building construction  
Knowledge of mathematics as applicable to fire prevention principles  
Knowledge of principles & practices of instructional methodologies and public fire & life safety education  
Knowledge of the standard operating procedures of the Fire Department  
Knowledge of the principles & practices of emergency response operations  
Knowledge of the operation, maintenance, and care of assigned vehicles and equipment  
Skill in developing and maintaining effective interpersonal relations and positive public relations  
Skill in analyzing data and drawing valid conclusions to solve problems and meet division objectives  
Skill in setting priorities, meeting deadlines and managing time effectively  
Skill in basic computer use, basic database entry and MS Office use  
Skill in oral and written communications to include technical report writing  
Skill in the development and implementation of public fire & life safety education programs  
Skill in understanding design plans and documents and comparing to actual construction activity  
Skill in emergency incident response and operations

## **Fire Inspector/Firefighter – (Continued)**

**PHYSICAL REQUIREMENTS:** Work involved in this classification may include exposure to major hazards during the prevention and suppression of fires, mitigation of hazardous materials, emergency medical/rescue and disaster response.

**MINIMUM QUALIFICATIONS:** Requires a high school diploma or G.E.D. Must possess International Code Council or Arizona State Fire Inspector I Certification within one year of employment date. Must possess valid Arizona Driver's license by employment date.

**DESIRABLE CHARACTERISTICS AND EXPERIENCES:** Exceptional public relations and customer service skills. Positive attitude and team player orientation. Experience in plans examination and inspection practices. Experience in fire sprinkler system design, installation and inspection. Experience in computer operations and records management. Arizona State Firefighter II and EMT Certification. Willingness to work flexible hours on occasion.

**RESIDENCY REQUIREMENTS:** Must reside within the Verde Valley within 1 year of date of hire.