



Job Description
Job Code: 159
Range: 22

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. Responds to emergency calls and participates 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.

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.

Responds to emergency calls for assistance from the public and participates in fire suppression, emergency medical treatment, rescue, hazardous materials incident mitigation and special operations.

Participates in job related training. Maintains physical fitness to department standards and participates in annual physical fitness assessment. Assists Fire Marshal / Fire Officers in activities as needed to meet Fire Department goals & objectives.

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

Fire Inspector/Firefighter – (Continued)

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

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. Must pass medical physical by Fire Department physician. May require successful completion of job-related physical agility testing.

MINIMUM QUALIFICATIONS: Requires a high school diploma or G.E.D. Requires valid Arizona State Firefighter II certification (or valid IFSAC FF II certification) and current Arizona EMT Certification. 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.

DESIRABLE QUALIFICATIONS: The equivalent of an associate's degree from an accredited community college, college, or university with a major in fire science or related field. Experience in plans examination and inspection practices. Experience in fire sprinkler system design, installation and inspection. Experience in computer operations and records management. Bilingual in English/Spanish.