

Job Title: Assistant Building/ Fire Inspector

Department: Fire

Reports To: Building Inspector

Job Summary:

Under general direction of the Building Inspector, performs annual inspections of buildings, other structures, flammable liquid storage and installation, places of public assembly, educational buildings, childcare facilities, and any other uses deemed in need of inspection.

Job Duties and Responsibilities:

- I. Under general direction of the Building Inspector, performs annual inspections of commercial buildings and any other uses deemed in need of inspection. Will perform inspections per the Building Official as needed.
 - A. Inspects hospitals, office buildings, schools, new businesses, childcare facilities, nursing homes, places of public assembly, vacant buildings and homes for fire hazards in construction and during the use of the above businesses.
 - B. Inspects flammable and combustible liquid and gas installations.
 - C. Inspects fire alarms, sprinkler systems, and emergency lighting for fire code compliance.
 - D. Checks exits.
 - E. Checks storage of combustibles.
 - F. Inspects kitchen hood systems.
 - G. Fire extinguishing demonstrations.
 - H. Inspects wood-burning stoves.
 - I. Checks possible gas leaks.
 - J. Checks for possible carbon monoxide leaks.
 - K. Makes systematic inspections.
 - L. Makes inspections prior to the issuance of burning permits.
 - M. Assists during State Fire Marshal inspections.

- N. Assists the Building Inspector with building, mechanical, electrical, plumbing inspections as needed.
 - O. Inspects firework stands and tents.
 - P. Coordinates with building owners, contractors, and managers for code compliance and abatement of hazards.
 - Q. May responds to major fires and other related incidents.
 - R. Coordinates Fire Prevention Week activities.
- II. Performs other duties as assigned or required.
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Qualifications:

- I. Knowledge of the principles and practices of fire safety.
- II. Knowledge of fire suppression systems.
- III. Knowledge of fire and building codes, NFPA standards, state laws and regulations.
- IV. Knowledge of state rules and regulations on schools, daycare and health care facilities.
- V. Ability to review specifications and drawings.
- VI. Ability to accurately gather information and prepare and review reports.
- VII. Ability to establish and maintain effective working relationships with co-workers, the public, building owners, officials, and other agencies.
- VIII. Ability to communicate effective in both oral and written formats.
- IX. Ability to show professional judgement with the public.
- X. Ability to exercise independent judgment.
- XI. Thorough understanding of standard operating procedures and rules and regulations as they apply to life safety.
- XII. Knowledge of hazardous materials.
- XIII. Possess a valid Kansas driver's license.

- XIV.** Ability to obtain the following certifications within 5 years: Fire Inspector I and II, Fire Plan Review, Residential and Commercial Inspector.

Education/Experience:

This position requires a high school diploma or GED. Previous experience as a firefighter is preferred but not required. Good working knowledge of the International Fire Code.

Working Conditions:

Work is inside and outside and involves risk of bodily injury and exposure to heat, odors, and weather. Subject to call back for fire alarms. Work is strenuous and involves lifting, carrying, pushing, pulling, and involves climbing, standing, reaching, talking, hearing, seeing, kneeling, and walking.