



# DURANGO FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

### Plan Reviewer / Fire Inspector

**Division/Bureau:** Fire Prevention Bureau

**Supervisor:** Deputy Fire Marshal

#### **JOB SUMMARY**

This is a non-exempt hourly position assigned to the Fire Prevention Bureau. Responsibilities include the protection and preservation of life and property for a safe community through fire prevention work to include reviewing construction plans to ensure compliance with regulatory codes, ordinances, and laws; conducting standard and/or specialized inspections of commercial, institutional, industrial, and educational facilities; delivering safety programs; conducting fire investigations and enforcing all applicable local, state and federal safety code regulations and standards.

#### **ESSENTIAL FUNCTIONS**

- Follows the Organization's Mission, Values, and Departmental Expectations
- Provides written and verbal guidance to developers, planners, architects, engineers, attorneys, business owners or managers, and others in a competent and professional manner
- Performs plan reviews for new development, tenant improvements, remodels and industrial processes (includes fire code plan review, suppression systems, fire alarms, etc.)
- Issues construction and operational permits
- Performs fire inspection and code compliance assignments per the adopted codes and applicable state and federal codes or regulations
- Performs fire investigations
- Coordinates and delivers public education and prevention programs
- Responsible for data management on all projects

#### **OTHER DUTIES**

- Attends and participates in meetings and public events as assigned
- Coordinates with outside agencies, contractors, architects, other members of the Fire Prevention Bureau and building officials to establish fire safe premises
- Follows SOP's and procedures as developed by the District and Bureau
- Notifies response crews of significant safety issues
- Remains current on codes and standards, inspection and plan review practices, and fire investigation techniques
- Balances the need for enforcement and education of the adopted codes
- Issues stop work orders, violation notices, and orders the abatement of fire hazards accurately and in accordance with the appropriate fire codes, regulations and District guidelines

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Be a self-starter with the ability to work independently, with limited supervision.
- Able to effectively communicate both verbally and in writing while demonstrating a professional demeanor and attitude.
- Have strong computer skills with knowledge of computers, tablets, and smart phones used in the profession and District.
- Must develop and maintain a positive and productive interaction with the customers and coworkers under stressful conditions.



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### **QUALIFICATIONS**

#### Required:

- Current International Code Council Fire Inspector I
- Current International Code Council Plan Reviewer
- An Associate's Degree and/or 3 years with the fire service or background in a code enforcement related field
- Valid driver's license and be insurable by the District's insurance provider

#### Preferred:

- State of Colorado Fire Inspector I
- International Code Council Fire Inspector II
- NAFI or IAAI Certification

#### Must obtain within the first year of employment:

- Must attain and maintain the State of Colorado Fire Suppression System Inspector.
- Must attain and maintain hazmat awareness
- Must attain and maintain a CPR/First Aid certification
- Must attain ICS 100, 200

### **PHYSICAL REQUIREMENTS**

- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.);
- Handling of files weighing up to 20# including floor to waist and overhead lifting;
- Ability to lift, push and move objects weighing up to 50#;
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects;
- Ability to climb stairs; and stand, sit and walk for up to 60 minutes at a time;
- Frequent use of phone handset and repetitive use of hand & fingers to take messages, operate office equipment, use computer keyboard & computer mouse and to perform other office tasks;
- Acceptable eyesight to read printed material & a computer monitor and to operate office equipment;
- Acceptable hearing to communicate with others in person or through telephonic means;
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, meetings and to greet and assist visitors.
- Ability to drive a department vehicle.
- Must comply with the organization's wellness and fitness program.

**We are an equal opportunity employer.**

Revised December 9, 2019