

## **CITY OF BURBANK**

### **FIRE INSPECTION MANAGER**

#### **DEFINITION**

Under general direction to manage, plan, direct, and record the daily fire inspection functions of the Fire Department; supervise inspections of complex residential and commercial/industrial projects for compliance with Fire, Building, governmental codes, City regulations and law; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and supervises the Fire Prevention Bureau Inspection Section; directs the scheduling and assigning of fire safety, building and related inspection work and permit issuance; supervises, examines and resolves complex complaints in response to the public; supervises the tracking and documentation procedures, such as daily inspections logs, inspection status logs, monitoring permit extensions and cancellations; directs, supervises, and conducts field inspections to ensure compliance with local, state, and federal laws; supervises the interpretation of regulations in complex cases; reviews and approves applications for permits; coordinates work with other divisions and departments; directs the preparation, monitoring, and maintenance of fire inspection records; performs specialized inspections for building systems, equipment, alternate methods, and materials of construction; conducts inspections during the progress of building construction or repair to ensure compliance with laws, regulations, and codes; reviews and approves plans and specifications of buildings to be constructed, altered, repaired, moved, or demolished for conformance to applicable fire codes and laws; monitors inspections on complex construction projects; prepares written correspondence and technical reports citing findings based on code interpretation; supervises the training, and evaluation-of civilian staff; attends and represents the Fire Department at public meetings and hearings; makes effective recommendations regarding hiring, promotions, and transfers including disciplinary action up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – principles, practices, and procedures of fire inspections, governmental, and applicable building code regulations; plan check methods and procedures; building construction methods and materials; hazardous material methods and practices, customer service principles; California Environmental Reporting System (CERS), underground and above ground tank inspections; principles and practices of sound personnel supervision; basic budgeting principles; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).

## **FIRE INSPECTION MANAGER**

- Skill in – utilizing computers and related software; assisting customers and provide good customer service.
- Ability to – read and interpret building plans and specifications and enforce applicable code sections; prepare clear written reports; organize and maintain record keeping systems; communicate effectively both orally and in writing; utilize computers and a variety of computer software; establish and maintain effective working relationships with contractors, fellow employees, supervisors, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in fire science, fire technology, fire inspection practices or construction management or a closely related field and five years of professional experience in fire inspection or construction management.

**License & Certificates:** A valid California Class "C" driver's license; International Code Council (ICC) certification as a Fire Inspector II, Fire Plans Examiner, and UST Inspector or equivalent per California State Fire Marshal requirements at time of appointment.

### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Public sector experience.