

CITY OF BURBANK

FIRE INSPECTOR I

DEFIITION

Under direction, to conduct inspections, perform plan checks, issue permits and record all types of occupancies for compliance with Fire, Building, governmental codes, City regulations and laws; and perform related work as required.

ESSENTIAL FUNCTIONS

Conducts inspections during the progress of building construction or repair to ensure compliance with laws, regulations, and codes; maintains fire inspection and complaint records; tracks and documents procedures, including daily inspection logs; prepares inspection reports; conducts field inspections to ensure compliance with local, state, and federal laws; researches complaints, and issues corrective notices as necessary; interprets and applies regulations; reviews and approves plans and specifications of buildings to be constructed, altered, repaired, moved, or demolished for conformance to laws; issues permits; provides the public with safety fire prevention practices and attends community events; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles, practices, and procedures of fire inspections, fire, governmental, and applicable building code regulations; building construction methods and materials; fire, building, and governmental codes, and other City regulations; plan check methods and procedures; customer service principles, California Environmental Reporting System (CERS) 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).
- Skill in – utilizing computers and related software; assisting customers and provide good customer service.
- Ability to – read and interpret building plans and specifications and to enforce their application; interpret and explain codes and regulations; prepare clear written reports; organize and maintain record keeping systems; communicate effectively both orally and in writing; establish and maintain effective working relationships with contractors, fellow employees supervisors, and the public.

Education/Training: Graduation from high school or equivalent and one year of recent experience in any of the following trades or professions: fire science, fire technology,

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fire inspection practices, construction management or enforcement of governmental codes. Two years coursework at an accredited college or university with specialization in fire science, fire technology, fire inspection practices, construction management or other related field may be substituted for experience on a year-for-year basis.

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

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Public sector experience.