

CITY OF BURBANK

FIRE INSPECTOR II

DEFINITION

Under direction, to conduct inspections of complex occupancies, to perform plan checks, issue permits, and record complex occupancies for compliance with Fire, Building, governmental codes, City regulations and law; ; to perform fire safety awareness/public education programs; and perform related work as required.

ESSENTIAL FUNCTIONS

Performs inspections of complex occupancies, such as aircraft and studio complexes, public assemblies, educational and institutional occupancies and high rise buildings; performs inspection of hazardous material storage and handling; maintains 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; locates and identifies existing or potential fire safety problems and recommends appropriate fire prevention/safety measures and devices; enforces fire codes, laws and regulations; researches complex complaints; prepares and issues corrective notices, ; assists with staff training; provides the public with fire safety practices; prepares and distributes communication to the public on preventative fire safety measures; assists with preparation of materials and attends community meetings; 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; ; plan check methods and procedures; hazardous material methods and practices; 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 ; **Exhibit B** ood customer service.

- Ability to – read and interpret building plans and specifications and enforce their application; detect fire hazards and code violations and determine appropriate corrective action; interpret and explain codes and regulations; communicate effectively both orally and in writing; develop and deliver presentations to a variety of audiences;; prepare clear

written reports; organize and maintain record keeping systems; research and analyze complex issues and complaints; exercise independent judgment; establish and maintain effective working relationships with contractors, fellow employees, supervisors, and the public..

Education/Training: Graduation from an accredited two-year college or trade school with specialization in fire science, fire technology, fire inspection practices or construction management and two years' experience in fire safety or building construction inspection with an

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organized fire department, fire prevention agency or agency involved in building inspection.
NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

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 and ICC certification as an UST Inspector.