



Washington Township Inspector Position Description

Administration Information	
Position Title: Inspector	Date Created / Approved: August 21, 2014 / February 9, 2016
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt	Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Position Purpose	
The Inspector position performs administrative, technical and community field work related to fire safety, prevention, inspection and enforcement of the State of Ohio, City of Dublin, the Township fire codes and fire safety education program administration for the Township.	
Essential Functions	
1. Inspection	
1.1 Inspects existing structures, buildings, construction and remodel sites for compliance with state and local fire codes and general fire prevention laws and standards, fire hazards, efficiency of fire protective equipment and adequacy of fire exits;	
1.2 Identifies occupancy classification, allowable occupant load of single and multiple use occupancies, operational features, and fire hazards presented by various occupancies;	
1.3 Conducts follow-up inspections to ensure violations have been corrected;	
1.4 Determines operational readiness of existing portable fire extinguishers, fixed fire suppression and fire alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported;	
1.5 Addresses, advises and helps resolve fire code compliance issues and removal of fire hazards with property owners;	
1.6 Receives and investigates complaints or concerns regarding fire code violations and recommends corrective actions;	
1.7 Investigates fires to determine causes and damages;	
1.8 Develops and maintains records of fire losses, inspections, investigations, fire deaths and injuries;	
1.9 Investigates fire scenes, collecting, photographing and maintaining evidence to determine cause;	
1.10 Prepares detail reports documenting investigations, recommended action items and (if any) and any follow-up investigations or correspondence;	
1.11 Interprets and applies proper fire safety codes;	
1.12 Analyzes, documents and reports egress elements of an existing or new building or a portion of a building;	
1.13 Monitors the installation and removal of underground hazardous chemical storage tanks, Ohio Bureau of Underground Storage Tanks Regulations mandated tanks;	
1.14 Monitors underground hazardous storage tanks to prevent leaks;	
1.15 Issues permits, warnings and citations.	
2. Community Education	
2.1 Coordinates fire prevention safety education activities such as Fire Prevention Week;	
2.2 Provides fire and safety program training, fire and life safety code training and inspection practice training;	
2.3 Develops and delivers fire safety and prevention educational programs to Dublin City Schools, community groups and members of the public;	
2.4 Schedules and performs fire station tours;	
2.5 Participates in public education and public relation events.	
3. Other	



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- 3.1 Demonstrates sound professional work ethics with a concentration on the Township's core values;
- 3.2 Participates in Township committees, peer reviews and meetings;
- 3.3 Operates Department issued vehicle in a safety-conscience manner;
- 3.4 Performs other assigned duties.

Minimum Qualifications / Requirements

1. Education

- 1.1 High School Diploma, GED or equivalent required;
- 1.2 Associates Degree in EMS, Fire Science, or related discipline preferred;
- 1.3 Bachelor's Degree in EMS, Fire Science or related discipline a plus.

2. Experience

- 2.1 Five (5) years of continuous active fire service experience.

Professional Licensing Requirements

- Valid Ohio Motor Vehicle Operators License with good driving record;
- State of Ohio Firefighter Certification;
- State of Ohio Fire Safety Inspector certification;
- State of Ohio Underground Tank Inspector certification within one (1) year of appointment, and;
- Basic & Advanced Fire Investigator certifications within one (1) year of appointment.

Supervision

Inspectors do not provide direct supervision; however are under the direct management and leadership of the Deputy Fire Marshal and/or Fire Marshal and the indirect management and leadership of the Fire Marshal and Fire Chief. Additional guidance is provided by the Township's Fire Department policies, procedures, rules, regulations, Directives, Protocols, Standard Operating Guidelines, and Administrative Orders of the Board of Trustees or other applicable regulations including federal and state law.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge

- 1.1 Knowledge of fire hazards and the related prevention and abatement methods;
- 1.2 Knowledge of Principles of fire prevention and safety education;
- 1.3 Knowledge of fire prevention inspection methods and techniques;
- 1.4 Knowledge of techniques of fire and arson investigation;
- 1.5 Knowledge of laws and ordinances pertaining to fire prevention and the city's building code;
- 1.6 Knowledge of public relations as they relate to obtaining cooperation and compliance to fire codes and laws;
- 1.7 Knowledge of fire suppression and prevention techniques, practices, and methods;
- 1.8 Knowledge of fire protection systems, including sprinkler and alarm systems and fire hydrant location;
- 1.9 Knowledge of standard firefighting practices, methods, and procedures;
- 1.10 Knowledge of personal computers and related fire service software applications (i.e. Firehouse software, Microsoft packages);
- 1.11 Knowledge of geography and street system of the district and location of major buildings.

4. Skills

- 4.1 Skilled at applying principles and techniques of modern firefighting prevention, suppression, investigation, and all other aspects of firefighting;
- 4.2 Skilled at interpersonal and human relations;
- 4.3 Skilled at written and verbal communication;
- 4.4 Skilled analytical and problem solver.

5. Abilities



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- 5.1 Ability to communicate clearly and concisely, both orally and in writing;
- 5.2 Ability to maintain composure under adverse conditions such as heavy smoke, critical injuries, and death;
- 3.3 Ability to establish and maintain effective working relationships with other employees, officials, and the public;
- 3.4 Ability to analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action;
- 3.5 Ability to achieve and maintain adequate level of physical fitness to perform the essential functions of the job;
- 3.6 Ability to operate and use basic software such as Word, Outlook, Excel, and Power Point.
- 3.7 Physical ability to perform the essential job functions.

Working Conditions

The Inspector duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required. When responding to emergencies, employee may risk physical hazard from fire, smoke, chemicals, airborne particles, toxic or caustic chemicals and other hazardous materials, falling debris, unstable buildings and extreme heat. Physical exertion, may, on occasion, be necessary to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.

Physical Requirements

The Inspector must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 25 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers, and; be able to hear the telephone and talk on the phone at a normal conversational level. This position is a safety sensitive position and is required to satisfactorily pass random drug screens.