

City of Atlanta

Fire Inspector

Salary: \$36,500-\$45,600

Purpose of Job

The purpose of this job is to protect life and property by enforcing all city fire codes, ordinances and fire laws and regulations of the state for which the assigned department is accountable. Duties include but are not limited to: inspecting buildings to detect fire hazards and code violations; responding to code violations complaints; informing citizens and businesses of fire safety practices; completing reports and documentation of inspections and any resulting violations and processing paperwork.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Appears in court to give testimony on citations issue to code violators.
- Locates property owner concerning abandoned building.
- Substitutes for co-workers in temporary absence of same
- Enforces all city fire codes, ordinances and fire laws and regulations of the state in order to protect life and property
- Inspect installation and removal of underground tanks
- Reviews, researches and studies city ordinances, reference materials and fire codes including National Fire Protection Association Codes, Life Safety Codes and Standard Fire Prevention and Building Codes, etc.
- Assist in designing and writing evacuation plans for businesses.
- Estimates time necessary to correct violations, compiles fire loss information
- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to promote improved job performance and to stay current with changing state/municipal codes and criminal/civil law.

Recordkeeping and Documentation:

- Prepares letters to document inspections and to report any resulting violations for permanent file; forwards permanent file to supervisor for review
- Writes reports on major fires in area; composes deficiency letters on fire hydrant maintenance.
- Maintains log of upcoming inspection dates; keeps inspection records and prepares reports for use by administrative or judicial authorities.
- Completes daily and monthly activity reports, inspection check lists, mileage and inspection reports, citations, vacant structure and daycare facility forms, etc.
- Performs other related duties as required

Knowledge of Job:

Has considerable knowledge of fire safety practices, policies and procedures a necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Has considerable knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental fire safety operations and activities. Is able to effectively communicate and interact with

subordinates, elected officials, management, employees' members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations and technical skills. Is able to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret fire safety reports and related materials.

Minimum Qualifications:

High school diploma or GED required; preferred but not required three year's experience as a Fire Safety Specialists. Combination of education, training and experience which provides the requisite knowledge, skills and abilities for this role. Must possess a valid Georgia driver's license and ability to climb stairs, walk.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

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<http://chp.tbe.taleo.net/chp03/ats/careers/requisition.jsp;jsessionid=791F7286F323263ACC84698B81D9C1B7?org=ATLGA&cws=1&rid=4951>