

ARCATA FIRE DISTRICT

HR Book / Job Description



Job Title: FIRE INSPECTOR

Division: Prevention

Supervisor: Fire Chief

Effective: January 11, 2022

Revised: 2026

Bargaining Unit: Unrepresented

FLSA Status: Non-Exempt

PERS Status: Part-time/Non-Safety/At-Will

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs fire prevention inspections in all occupancy types to enforce laws, ordinances and regulations pertaining to the control and prevention of fires. Assists with the review of plans and specifications on new buildings and fire protection systems. Participates with public fire safety education programs and public-relations programs. Investigates routine complaints of fire/life safety hazards. Performs other related duties as assigned.

Receives general job coordination from the Fire Marshall, Fire Chief, or designee. This is a at will position

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50- 100 lbs. frequently, or up to 20-50 lbs. constantly.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Performs fire prevention inspections to enforce laws, ordinances and regulations pertaining to the control and prevention of fires.
2	M	Inspects private and public buildings for compliance with pertinent life-safety, building, and fire-safety standards as mandated by applicable codes.
3	L	Investigates complaints of fire hazards and prepares reports and abatement notices to obtain compliance on appropriate codes and ordinances.
4	L	Issues violation notices and follows up as required to assure compliance.
5	L	Assists with the review of plans and specifications for fire safe construction and appropriate designs of fire protection systems in accordance with

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		established codes, ordinances, and fire protection standards adopted by the appropriate jurisdiction.
6	L	Assists with the preparation of billings and the processing of payments.
7	L	Makes presentations to groups on fire-safety, evacuation, fire suppression with portable equipment, use of fire alarms, and the use of telephones and citizen's band radios for reporting fires and other emergencies.
8	L	Performs related administrative duties; prepares routine correspondence; maintains physical and electronic files.

CLASS REQUIREMENTS:

Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.

SKILL	REQUIREMENT
Formal Education	High School/ GED
Experience	Any combination of education and experience that would provide the required knowledge and abilities is qualifying.
Certifications and Other Requirements at Time of Application	Possession of a valid, insurable driver's license.
Desirable Qualifications	• AS/BS Degree in Fire Science or related field • CSFM Fire Inspector Certification, • CSFM Prevention 3 Series • Fire Management Series
Required Knowledge	Basic principles and methods fire prevention, as well as applicable laws, codes, and ordinances; safety practices related to the work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.
Specialized Abilities	Safely perform fire prevention and inspection work; learn the geography of the District; read maps and/or utilize GPS mapping applications to locate businesses and residences.
Reading Ability	Read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division.
Communication Ability	Communicate effectively in English, both orally and in writing; write letters, reports, memos, and general correspondence; research information.
Computer Ability	Operate a personal computer and utilize standard business software.

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Supervisory / Organizational Control Ability	N/A
Managerial Ability	N/A
Complexity and Decision-Making Ability	Choose actions within limits set by standard practices and procedures and use moderate judgment to apply the proper course of action in non-emergency situations.
Budgeting Ability	N/A
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with others within the organization to obtain or provide information; communicate with individuals outside the District such as businesses, community organizations/groups, state and federal agents, and the general public.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Safety inspections, giving presentations, public relations, training
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Safety and routine inspections, inside offices
Lifting	O	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Carrying	O	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Pushing/Pulling	R	Safety inspections, file cabinets, drawers
Reaching	F	Test smoke alarms and lights
Handling	F	Safety inspections, flashlight, camera, tablet & pen, office supplies, audio-visual equipment
Fine Dexterity	F	Computer keyboard, writing
Kneeling	F	Safety inspections
Crouching	F	Safety inspections
Crawling	O	Safety inspections
Bending	F	Safety inspections
Twisting	F	Safety inspections
Climbing	F	Ladders, steps, stairs, rooftops, catwalks

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Balancing	R	On ladders, steps, stairs, rooftops, catwalks
Vision	C	Computer, desk work, safety inspections, driving.
Hearing	C	Telephone, police officers, firefighters, property owners, citizens, presentations, meetings
Talking	F	Telephone, police officers, firefighters, property owners, citizens, presentations, meetings
Foot Controls	F	Driving
Other (specify)	R	Operates Safety Trailer for public education programs

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, computer, printer, standard Microsoft Windows and Office Software, and Firehouse Records Management System software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	D
Explosives	N	Wetness/Humidity	S	Outdoors	W
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	N				
Other	N				

(1) Fire stations and emergency incident scenes

PROTECTIVE EQUIPMENT REQUIRED:

Helmet, safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F

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Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other	

Employee Signature

Date: