



UPPER MACUNGIE
TOWNSHIP

Job Description

Fire Inspector

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| Status: Non-Exempt | Department: Bureau of Fire |
| Supervision Received: Under the direction of Fire Commissioner | Positions Directly Supervised: None |

Basic Function/Summary: This position is responsible for fire and life safety inspections for facilities in the Township as well as supporting firefighter operations, when needed.

Essential Duties and Responsibilities:

1. Schedules and performs initial, annual, and renewal fire code compliance inspections for assigned facilities and businesses for the Township Bureau of Fire.
2. Completes fire safety inspection surveys, documenting all items found to be noncompliant according to the current adopted International Fire Code and Township Ordinances.
3. Verifies that all pre-plan information in reporting software is updated as needed and accurate.
4. Advises facility, business owners or management of potential fire hazards and other unsafe conditions identified during fire code compliance inspections; recommends corrective actions according to the current adopted International Fire Code and Township Ordinances.
5. Conducts re-inspections of facilities after recommended corrections have been made.
6. Conducts fire drills, as requested, reviews evacuation plans and assesses evacuation readiness as well as reviewing records of past fire drills conducted; completes evaluation form with suggestions for improvement.
7. Reviews technical reports and testing results.
8. May be required to testify in court or district magistrate.
9. Identifies, interprets, and applies safety codes, statutes, rules, and regulations, as needed.
10. Responds to Township Fire Department emergencies, as needed.
11. Provides technical assistance and consulting, as needed.
12. Attends training classes to maintain current knowledge of fire prevention, fire and life safety and firefighting procedures.
13. Assists in maintaining and presenting fire prevention and life safety programs.
14. Performs other related duties as assigned.

Education /Knowledge/Experience:

- High school diploma or GED
- Minimum of five (5) years firefighter experience

- Comprehensive knowledge of firefighting and inspection methods and techniques related to fire codes, statutes, rules, and regulations.
- Knowledge of State Regulations, Township Ordinances, and the Right to Know Act.
- Previous experience initiating, developing, and fostering partnerships with businesses, education, and civic groups to deliver successful fire and life safety education campaigns.

Certifications/Licenses:

- Possess a valid UCC Class Code Certification 15 Fire Inspector 1 - or the ability to obtain within six (6) months from the date of hire.
- ProBoard Firefighter 1 Certification.
- PA DOH Basic Vehicle Rescue Technician or equivalent.
- Possess a valid PA EMR Certification, PA EMT Certification preferred.
- Valid Pennsylvania Driver's License; CDL Class B (with tanker endorsement).

Competencies:

- Analysis/Reasoning- Examines data, draws conclusions, and solves problems; applies logic to analyze and categorize complicated information.
- Accountability/Dependability
- Attention to Detail
- Adaptability/Flexibility
- Communicate Effectively: Able to speak and read English Language; has ability to understand and follow both written and verbal directions. Requires the ability to deal with stressful situations to convey understanding and empathy while addressing issues and maintain professionalism in public situations.
- Computer (Literacy) Skills- Proficient in Word, Excel, Outlook and other systems that would be utilized by the Department on a regular basis.
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Confidence
- Ethics/Integrity
- Interpersonal/Collaborative Skills- Gets along and interacts positively with co-workers and others; understands and relates to others.
- Ability to work effectively with the community, Volunteer Fire Fighters, Public Officials, Civic and Community Groups and the general public.
- Gaining Voluntary Compliance- Clearly communicates the reasons for seeking compliance; convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies.
- Operating Equipment- Uses tools, machines, and/or vehicles to complete the assigned work.
- Mathematical Computations/Accuracy
- Stress Management/Composure
- Time Management - Managing one's own time.

Physical Requirements/Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed inside and/or outside, with potential for exposure to adverse environmental conditions (e.g.: dirt, extreme temperatures, rain, fumes, etc.) throughout various locations within the township.

This position will require mobility (sitting, standing, walking, bending, climbing etc.) up to eight (8) hours a day in the setting. The employee must be able to lift and/or move 50 pound or more when transporting supplies or in emergency services activities. Be able to operate office machinery.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, and reach with hands and arms. The employee occasionally is required to stand; walk; climb or balance; and stop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to focus.

Position Type and Expected Hours of Work:

This is a full-time, non- exempt, position. Typical days and hours of work are Monday through Friday, 7:30 a.m. – 4:00 p.m. May work in excess of 40 hours a week, when required.

Other Duties:

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
