

SNOHOMISH COUNTY JOB DESCRIPTION

FIRE INSPECTOR - TRAINEE

Spec No. 3078

BASIC FUNCTION

To learn all aspects of conducting on-site fire inspections of commercial buildings for compliance with applicable codes, ordinances and standards. To promote fire and life safety through compliance of County and state fire prevention codes and regulations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Learns to conduct annual on-site fire inspections of commercial buildings for compliance with applicable codes, ordinances and standards; checks occupancy permit for approved use of the premises; checks for compatible uses in multiple tenant buildings; checks for approved fire extinguishers, obvious electrical hazards, and proper housekeeping; checks the proper use of stored gases and the storage of other flammable materials.
2. Learns to investigate complaints of alleged fire code violations; identifies violations and recommends solutions; provides information on county codes, standards, regulations and intra-county processes as necessary.
3. Learns to give written and verbal warnings of code violations; sends out corrective notices, notice and order and order to cease; confirms required compliance as necessary; prepares affidavits; secures and serves temporary restraining orders; secures law enforcement assistance as necessary.
4. Learns to conduct special on-site inspections of such things as, but not limited to, propane and fuel tanks and short term place(s) of assembly applications for permit approval.
5. Learns to research fire codes and National Fire Protection Association literature for fire protection requirements and to determine acceptable alternatives; communicates findings as appropriate.
6. Learns to prepare and mail occupancy permit renewals when fire code violations are remedied.
7. Learns to maintain necessary records and prepare required reports; presents reports and evidence at Hearing Examiner's proceedings, Appeals Board and court trials.
8. Learns how to determine common violations and how to develop public education programs and materials to promote voluntary compliance of required codes and regulations.
9. Participates in joint investigations with other agencies such as fire district officials, fire departments, other county departments, and state agencies such as state electrical inspectors.

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STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in the area of land use, insurance, civil or criminal law investigation; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience with fire inspection is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Successful completion of the International Fire Code examination is required within 18 months of employment.

DURATION OF APPOINTMENT

The duration of the trainee appointment is eighteen (18) months, unless a shorter or longer duration period is determined appropriate to satisfy the deficiency in minimum qualifications.

COMPLETION OF TRAINING

Upon completion of the training period and/or demonstration of ability to meet the expected outcomes of the job classification, the Trainee's performance will be evaluated. The Division Manager will be responsible for evaluating the performance of the Trainee. If the Manager determines that the Trainee is able to satisfactorily meet the expected outcomes of the job classification, the Trainee will be offered the classified position and the Trainee designation will be removed from the job classification title.

KNOWLEDGE AND ABILITIES

Knowledge of:

- building codes, National Fire Protection Association storage standards, International Fire Code
- potential fire hazards
- investigative methods and techniques
- computer technology

Ability to:

- enforce laws, codes, ordinances and regulations with firmness, tact and equity

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KNOWLEDGE AND ABILITIES (Continued)

- independently identify and define related deficiencies or hazards and recommend effective remedial measures
- maintain necessary records and prepare required reports
- establish and maintain effective work relationships with superiors, peers, associates and the general public
- communicate effectively both orally and in writing
- learn and apply new techniques and procedures
- make decisions under pressure
- read, interpret and apply zoning rules, regulations, laws and procedures
- organize work load and paper work to set and meet priorities and time schedules
- present public education programs
- operate computer terminals and applied software packages

SUPERVISION

Employees receive general supervision from the Fire Marshal. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1989
Previous Spec No. 400469
Revised: May 2001, March 2008
EEO Category: 3 – Technicians
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 1501 Hazardous