

SNOHOMISH COUNTY JOB DESCRIPTION

FIRE INSPECTOR, SENIOR

Spec No. 3308

BASIC FUNCTION

Serves as senior technical fire inspector during the construction phase of land use project development or during commercial facility construction.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides guidance for the plan review and inspection phase of land use/commercial project development; serves as senior technical advisor for fire code compliance for commercial and land use inspection.
2. Schedules and coordinates required inspections as appropriate; coordinates permit process with appropriate departmental staff.
3. Inspects sites or buildings for conformity to plans and applicable state and local fire regulations; determines permit conditions, reviews reports by engineers and incorporates into the inspection process as necessary.
4. Reviews site conditions with applicants and/or their consultants to provide options for compliance with applicable regulations.
5. Inspects new structures with respect to the construction and maintenance of required life/safety systems and elements to ensure compliance with adopted codes.
6. Annually inspects existing commercial occupancies to verify and ensure maintenance of the required life/safety elements and systems, and the actual use to ensure compliance with code requirements.
7. Performs technical fire plan review for all commercial structures and land use permits to determine code compliance and to establish permit conditions.
8. Prepares correspondence and inspection reports.
9. Assists subordinate staff in determining occupancy requirements and provides guidance.
10. Coordinates and schedules required inspections for all building and site inspections.
11. Inspects plats, short plats, and business license applications for compliance with fire and building codes and related laws, and ordinances.
12. Reviews and inspects special event applications.
13. Maintain daily inspection records and draft reports to identify corrective action.

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STATEMENT OF OTHER DUTIES

14. Provides expert witness testimony for judicial and quasi-judicial hearings.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years experience as a fire inspector and a minimum of two (2) years experience of land use or building permit review; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required.
Certification as Fire Code Inspector is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- county and state development codes, regulations and standards
- fire code and NFPA standards
- building codes
- conflict management
- computer technology

Ability to:

- maintain required licenses and certifications
- read, interpret and apply codes, rules and regulations
- enforce regulations with firmness, tact and equity
- independently identify and define construction deficiencies that are not in compliance with rules, regulations and approved plans
- maintain and prepare necessary reports
- read and interpret blueprints, engineering reports and specifications
- communicate effectively both orally and in writing

SUPERVISION

Employee receives direction from an administrative superior. Assignments are made by indicating generally what is to be done, the quantity of work expected, and any deadlines required. Employee plans and carries out successive steps and resolves problems in

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SUPERVISION (Continued)

accordance with instructions, policies and accepted practices. The work is reviewed through reports, conferences and meetings.

WORKING CONDITIONS

Work is performed in an office environment, 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: April 2002
EEO Category: 3 – Technicians
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 1501 Hazardous