

SNOHOMISH COUNTY JOB DESCRIPTION

FIRE INSPECTOR

Spec No. 3077

BASIC FUNCTION

To conduct on-site fire inspections of complex residential and 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. Conducts annual on-site fire inspections of complex residential and 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. Investigates 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. Gives 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. Conducts 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. Researches fire codes and National Fire Protection Association literature for fire protection requirements and to determine acceptable alternatives; communicates findings as appropriate.
6. Prepares and mails occupancy permit renewals when fire code violations are remedied.
7. Maintains necessary written and electronic records and prepares required complex reports and briefings; presents reports and evidence at Hearing Examiner's proceedings, Appeals Board and court trials.
8. Analyzes and compiles data to determine common violations in order 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.
10. Identifies and makes recommendations for modifications to office policies, regulations,

SNOHOMISH COUNTY JOB DESCRIPTION

FIRE INSPECTOR

Spec No. 3077

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

and fire codes.

11. Maintains daily written or electronic inspection records and drafts complex detailed reports identifying corrective action.
12. Performs ATC-20 and ATC-45 Rapid Assessments of structures to ensure safe occupation of potentially damaged structures. As necessary under the authority of the Building Official, order evacuation of unsafe structures and post appropriate notifications.
13. Performs and maintain functional ability to utilize electronic devices and processes as well as radio communication devices.
14. As a direct representative of Snohomish County government, exercises exceptional customer service skills during all interactions with the public, builders, stakeholders, other agencies, and property owners.
15. During inspections monitor buildings and building sites for conformance with all applicable health, safety, and environmental protection federal, state, and local codes and regulations.

STATEMENT OF OTHER JOB DUTIES

16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Satisfactory completion of the one (1) year fire inspection training program; OR, three (3) 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.

Certification as a Fire Inspector by the International Code Council (ICC) or National Fire Protection Association (NFPA) is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- building codes, National Fire Protection Association storage standards, International Fire Code

SNOHOMISH COUNTY JOB DESCRIPTION

FIRE INSPECTOR

Spec No. 3077

KNOWLEDGE AND ABILITIES (Continued)

- potential fire hazards
- investigative methods and techniques
- computer skills and electronic data management
- modern complex fire suppression and alarm systems, construction methods, and stages of construction
- customer service methodology, conflict management and effective communication
- disaster preparedness and rapid assessment structural evaluation
- continuous process improvement

Ability to:

- enforce laws, codes, ordinances and regulations with firmness, tact and equity
- independently identify and define related deficiencies or hazards and recommend effective remedial measures
- maintain necessary written and electronic records and prepare required detailed 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 field work load and data management 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.

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FIRE INSPECTOR

Spec No. 3077

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
Revised: March 2008, December 2018
EEO Category: 3 – Technicians
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 1501 Hazardous

Previous Spec No. 400481