

 <b>FIRE AND RESCUE DEPARTMENT</b> TOWN OF MERRIMACK NH	<b>POSITION SUMMARY</b>  Title: <b>Part-time Fire Inspector</b>	Description: Part Time Position Fire Prevention
		<b>REVISION NO: 2 February 14, 2016</b>

**SUMMARY**

The Fire Inspector is an administrative position which is part of Fire Prevention; The Fire Inspector is responsible for the fire prevention activities, life safety inspection, investigation of fire and safety complaints, public education, Juvenile Firesetter Program, Materials Safety Data Sheets for Emergency Management (LEPC) and other duties a assigned.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Assistant Chief of Support Services. May also be supervised by other Fire and Rescue Department officers at an emergency scene.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Shall assist the Fire Marshal in the development and continued update of Standard Operating Guidelines, the development and updating of local ordinances and code.
2. Shall conduct fire safety inspections and/or building inspections of commercial, industrial, educational, health care, residential, business, storage, and places of assembly.
3. Shall maintain a high level of proficiency in evaluating the efficiency of fire protection systems, adequacy of fire escapes, exits, and general compliance with state and local fire codes and standards.
4. Shall investigate all complaints on life safety and hazardous conditions, making recommendations or ordering methods of correction.
5. Shall work closely with other Town Departments towards the goal of public safety and property protection.
6. Shall establish and maintain effective working relationships with other employees,

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builders, contractors, tradesmen, proprietors, building inspectors, police personnel, and the general public (our customers.)

7. May, review site and building plans for compliance with federal, state, and local fire and life safety requirements.
8. In cooperation with the Fire Marshal and Shift Officers, develops and conducts fire drills in educational, healthcare, institutional, and other occupancies where requests are received for assistance.
9. Gives talks and demonstrations on fire prevention and safety, and performs important public relations work in connection with fire prevention programs in schools, business, and industry.
10. Assists the Fire Marshal when needed with the development and delivery of the department's Juvenile Firesetter program.
11. Prepares reports of inspections, investigations, and other work performed.
12. Maintains records and files of inspections, and investigations other documents as needed.
13. Shall work as a member of the fire investigation team. Shall keep up-to-date on investigation techniques and make every effort to insure that all resources are applied to fire cause determination.
14. Shall work with and assist the Town Prosecutor, Fire Investigators, Police Officers and Detectives in preparing cases for court related to non-compliance with Town ordinances and fire investigations.
15. Assists members of the N.H. State Fire Marshal's Office, and surrounding communities with inspections and investigations as approved by the Fire Chief.
16. Shall attend training courses and conferences, when approved by the Fire Chief, on fire prevention and fire investigation and shall maintain a high level of proficiency in these areas.
17. In cooperation with Fire Marshal, Shift Officers, and/or Chief Officers, shall assist in the development of specific pre-plans for all industries and occupancies with particular emphasis to those where hazardous materials are used and general pre-plans for hazardous materials incidents dealing with transportation and other hazards.

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18. In cooperation with the Fire Marshal and Shift Officers shall manage and maintain files containing Material Safety Data Sheets, Tier I and Tier II reporting for all identified occupancies in Merrimack.
19. Shall establish training programs and coordinate efforts with all other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of objectives dealing with all aspects of fire prevention, Emergency Management and Operations.
20. Shall respond to emergency calls as identified by the Fire Chief.
21. Drive department vehicles as assigned.
22. Clean and service the assigned vehicle and maintain them in a good condition of readiness; report mechanical failures or difficulties to their supervisor.
23. Whenever necessary, shall take life saving measures to prolong the life of any victim of an accident, and shall continue such efforts until proper medical assistance is available.
24. Shall have available a valid Driver's License and official department identification.
25. Identify incidents that are potentially serious public safety or governmental problems.
26. Maintain protective clothing and equipment in a functional, presentable condition.
27. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Fire and Rescue Department and suggest other procedures to be followed.
28. Be accountable for the securing, receipting, and proper transporting of all property coming into their custody.
29. Shall take corrective measures in hazardous or unsafe conditions and report incidents outside their control to the Fire Chief.
30. Is required to minimize the liability of the Town and shall correct or report any hazards or deficiencies in Town buildings, equipment, or rights-of-ways.
31. Shall have the ability to understand and carry out written and oral instructions.

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- 32. Shall have the physical ability needed to carry out inspection and investigation tasks including, but not limited to, spending extended periods on hand and knees and crawling into limited access areas during the inspection process.
- 33. Is expected to protect the privacy of all patient information in accordance with the Department’s privacy policies, procedures, and practices, as required by federal and state laws.
- 34. Shall perform any other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Excellent knowledge of Emergency Medical System, fire prevention and related laws, ordinances, rules and regulations; knowledge of fire prevention standards and methods, fire and explosion hazards, hazardous materials, fire extinguishing and alarm equipment and inspection techniques; the ability to recognize and define fire hazards and to recommend effective remedial measures; ability to express oneself clearly and concisely, orally and in writing; ability to establish and maintain good public relations; personal integrity; ability to plan a program and establish a work schedule; maintain physical condition to perform required duties. Knowledge of personal computers and Windows based operating systems and software programs including, but not limited to, Word, Excel, PowerPoint and Visio. Must have the ability to function as a team player within the organization.

**MINIMUM QUALIFICATIONS REQUIRED**

High School Diploma or GED. Associates Degree in Fire Science or related field preferred. Fire Inspector I Certification, NH State Firefighter Level I Certification, considerable experience in fire inspection work supplemented by specialized courses in fire prevention and inspections; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Experience with NFPA 1 (Uniform Fire Code) and NFPA 101 (Life Safety Code) and referenced NFPA Code within these documents.

**COGNITIVE AND SENSORY REQUIREMENTS**

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

**DURING AN 8 HOUR SHIFT, EMPLOYEE IS REQUIRED TO**

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Consecutive Hours

Sit 1 2 **3** 4 5 6 7 8  
Stand 1 **2** 3 4 5 6 7 8  
Walk 1 2 **3** 4 5 6 7 8

Total Hours

Sit 1 2 **3** 4 5 6 7 8  
Stand 1 **2** 3 4 5 6 7 8  
Walk 1 2 **3** 4 5 6 7 8

**ENVIRONMENT**

Inside: 50%      Outside: 50%

Assignments involve work ranging from paper work in the office to field work in every kind of weather under varying degrees of physical stress. Exposed to all weather conditions and temperatures including high and low heat, high and low humidity, rain, snow, ice, fog, dangerous storms, blizzards and flooding; hazardous materials spills, motor vehicle accidents and highway traffic, injured people, and uneven surfaces. Dangerous conditions could include possible exposure to fire, smoke, heat, radioactive material, toxic chemicals, steam, explosion, building collapse, blood borne pathogens, violent people, terrorist acts, and building and wild land fires.

**EQUIPMENT USED**

Computer, keyboard, telephone, copy and FAX machine, SCBA, radios, pagers, cell phone, personal protective equipment, research material, air compressor, emergency generator, digital camera, video camera, tape recorder, evidence collection equipment, hand tools, physical fitness equipment, saws, hydraulic rescue tools, jacks, ladders, hoses, axes, ropes, boats, water rescue suits, fire apparatus, ladder trucks, rescue trucks, ambulances, forest fire fighting equipment, air monitoring equipment, shovels, fire extinguishers, portable pumps.

**HAND MANIPULATION**

Grasping: Frequently required.  
Handling: Frequently required.  
Torquing: Frequently required.  
Fingering: Frequently required.

**LICENSURE/CERTIFICATION REQUIREMENTS**

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Valid Drivers license (CDL preferred), Certified Firefighter Level I, Certified Hazardous Materials Operations, and Certified Fire Inspector I

**OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS**

Demonstrated oral and written communications skills. Knowledge of personal computers and Windows based operating systems and software programs including but not limited to Word, Excel, PowerPoint and Visio. Emergency Medical Technician Certification preferred, or knowledge in EMS.

**SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S)**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

**PHYSICAL ACTIVITY REQUIREMENTS**

Ability to participate in emergency operations under all weather conditions on uneven ground, moving or standing water, partially destroyed structures; raise and climb ladders, lift patients when assisting ambulance crews, lift and carry victims, pull hose lines; cut holes in buildings, vehicles or ice, ability to wear full personal protective equipment, ability to maintain balance on slippery surfaces, ability to float and swim in water wearing personal floatation device, ability to crawl into confined spaces, ability to operate in complete darkness, ability to lift and carry heavy equipment, ability to work long periods of time.

**PRIMARY PHYSICAL REQUIREMENTS**

- LIFT up to 10 lbs.: Frequently required.
- LIFT 11 to 25 lbs.: Frequently required.
- LIFT 26 to 50 lbs.: Frequently required.
- LIFT over 50 lbs.: Frequently required.

CARRY up to 10 lbs.: Frequently required.

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CARRY 11 to 25 lbs.: Frequently required.  
CARRY 26 to 50 lbs.: Frequently required.  
CARRY over 50 lbs.: Frequently required.

REACH above shoulder height: Frequently required.  
REACH at shoulder height: Frequently required.  
REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally required.  
Bending: Frequently required.  
Crawling: Occasionally required.  
Squatting: Frequently required.  
Kneeling: Occasionally required.  
Crouching: Occasionally required.  
Climbing: Frequently required.  
Balancing: Occasionally required.

**WORK SURFACE(S)**

Uneven surfaces in and around emergency scenes, in and around partially destroyed buildings, on wet and slippery surfaces, on snow and ice covered surfaces, on debris covered surfaces, on roadways, in fields and woods, on multiple levels and stairs, in confined spaces, on pitched or slanted roofs, on or in a vehicle in all positions, including upside down, and/or in vehicles in water and on or near rivers, ponds and streams.