



Westfield Fire Department

Civilian Fire Inspector

SOG #

Revision Date

10/12/2021

Civilian Fire Inspector

Position Description

REPORTS TO: Division Chief of Life Safety
WORK SCHEDULE: Monday-Friday 8 hours per day work schedule and may need to be flexible in order to facilitate work on fire scenes and or completing tasks and meetings as necessary.
Salary Range: \$50K-\$60K
STATUS: Full-Time
FLSA STATUS: NON-EXEMPT
DATE REVISED: September 2021

Purpose

This position works under the direction of the Division Chief of Fire and Life Safety. The Civilian Fire Inspector position is responsible for completing annual fire and life safety inspections of educational, industrial, multi-family residential, institutional, mercantile, assembly, business, storage, utility and hazardous occupancies throughout the Westfield Fire Department's jurisdiction. Seeking out fire hazards and inspecting fire equipment, alarm systems, hose connections, standpipes, sprinkler systems, and emergency lights. Delivering public education classes to adults and children in a variety of settings.

Minimum Qualifications

- High school diploma, GED or equivalent (possessed at time of application for employment).
- Possess and maintain a valid Indiana Driver's License.
- CPR certification, obtain within six (6) months of employment.
- State Certification in Inspector I and II or obtain with twelve (12) months of employment

Preferred Qualifications

- Associate Degree in Fire Science or related area preferred
- Minimum of three years related experience in inspections, preplans preferred.

Essential Functions

- Conducts complaints inspections called to their attention by citizens.
- Enforces Building Codes and Fire Codes.
- Issues Written Orders for violations and re-inspections.
- Plans Review (New constructions or Renovations of facility)
- Review Emergency Evaluation Plans.
- Conducts Public Education programs to children and adults at schools, day care centers, nursing homes, businesses, etc.

- Must be able to don personal protective gear
- Serves in public event details to maintain fire prevention regulations for public safety.

****This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that the WFD Administration may deem necessary from time to time.****

Knowledge/Skills/Abilities

- Ability to work with outside agencies, such as other fire departments, local businesses, vendors and others as needed.
- Department Rules and Regulations
- Firefighting techniques, fire prevention, fire pre-planning, and inspections
- Departmental Bulletins and Memorandums: policy statements, training, English usage, spelling, mathematics, and report writing.
- Public relations principles to deal effectively with the public, blue print specifications and diagrams, Law Ordinances, and Fire Codes pertaining to fire prevention.
- Ability to: Interact with a wide variety of governmental and private sector agencies, read, write legibly, subtract and divide whole numbers and pass pre-employment background check.
- The position requires the knowledge of and adherence to department policies and procedures, which will guide most of the employee(s) actions. Some independent judgment based on experience and training may be required due to the nature of the required job functions.

Work Environment


The work environment characteristics described here are representative of those an employee would encounter while performing the essential duties of the job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes to airborne particles, risk of shock and vibrations. The employee is exposed to wet and/or humid conditions, toxic or caustic chemicals and adverse weather conditions as well as loud noise conditions. Job site locations as well as office settings.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, crawl, walk, talk, and use their hands and fingers to handle, feel or operate objects. Other movements may include climbing; balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, fingering, hearing, seeing and repetitive motions. Exertion forces up to 100 pounds may be required at times.

THE CITY OF WESTFIELD IS AN EQUAL OPPORTUNITY EMPLOYER

Approved by: _____


Rob Gaylor, Fire Chief