

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Fire Inspector/Investigator  
**Department**: Emergency Services  
**Revised** : August 2013

**Class** : Technician  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Fire Inspector/Investigator classification.*

**GENERAL DESCRIPTION**

Skilled work in the performance of inspections of residential and business occupancies to ensure compliance with minimum code and fire safety regulations. Work also includes conducting fire scene investigations to determine their origin and cause and providing educational services to the public regarding fire prevention. Employees in this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without immediate on-site supervision. Supervision is received from the Fire Marshal who evaluates work through analysis of program accomplishments, observation, and through periodic conferences.

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

Conducts fire safety inspections of all businesses within the County to ensure compliance with safety standards; conducts inspections of schools and county-owned property and yearly inspections of day care, foster care, adult day care, and Veteran's Administration group homes.

Prepares reports on inspections, fire, public education, training, and related activities.

Investigates fires to determine their origin and cause; investigates hazardous chemical releases and material spills; prepares reports related to these investigations.

Performs on-site inspections of burning permits and issues permits if appropriate.

Conducts fire safety classes for public and private organizations.

Conducts residential inspections upon request and installs smoke detectors as part of a community service program.

**OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of Fire Division rules, regulations, and operational procedures.

Thorough knowledge of the principles, practices, and procedures of fire protection.

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Considerable knowledge of the methods and techniques of fire scene investigation.

Considerable knowledge of and ability to interpret and apply pertinent Federal, State, and Local fire laws and codes and regulations.

Knowledge of Local and State burning laws and permit system.

Knowledge of hazardous materials and their safe handling.

Ability to instruct and lead fire safety training courses.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the general public, various volunteer and paid emergency service organizations, federal, state, municipal and county officials, news media representatives, and fellow employees.

Ability to conduct thorough fire scene investigations and determine the fire's origin and cause.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Requires graduation from high school supplemented by community college level courses in Fire Science or a related area, considerable experience in the building codes or contracting field, and possession of Fire Inspection Certification or qualification to obtain certification within two years; or an equivalent combination of education and experience. A valid driver's license is required. Additional specialized training in fire scene investigation or a related field is desirable.

**This job description does not create an employment contract,  
implied or otherwise.**