

City of Merced

Bargaining Unit: 01
FLSA: Covered
Position Number: 04625

FIRE INSPECTOR TRAINEE

DEFINITION

Under direct supervision, learns and performs general prevention activities that include study of codes, policies and procedures relative to fire and life safety, including researching codes, performing basic inspections and nuisance abatement, providing documentation of activities, maintaining and filing records and reports, attending group meetings, utilization of tools and equipment used during inspections, maintaining good interdepartmental relationships with all City departments, and performing related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Fire Inspector class series. This position is distinguished from the Fire Inspector I position class in that it is a trainee position and the scope of activities is limited to a department and the incumbent is not expected to have the full range of knowledge and skills. The position does not set policy.

REPORTS TO

Fire Division Chief or Chief Building/Construction Project Official

CLASSIFICATIONS SUPERVISED

This is a non-sworn, non-supervisory position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Learns to conduct inspections of buildings and property; learns to inspect operations involving hazardous materials; learns to issue permits for special hazards and equipment; learns procedures required to issue Notice of Violations, warnings, and misdemeanor citations; learns to coordinate and participates in public fire education, instruction, and demonstrations; learns to perform routine plan review of building and site plans for compliance with fire and building safety codes; learns to create presentation materials; learns to handle complaints from public, private, and governmental agencies; learns to maintain accurate and complete records and files; learns to operate a variety of equipment and tools used in fire inspections; maintains good interdepartmental relationships with all City departments; and performs related duties and responsibilities as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

On a continuous basis, work both indoors and outdoors; intermittently travel in assigned vehicle when performing fire prevention inspections; exposed to dust, noise, smoke, fumes, oil, grease, constant equipment vibration, machinery with moving parts, moving objects or other vehicles, wet, sloped, uneven, and slippery surfaces; may work unusual schedule during emergencies; conduct field inspections in varying climate and temperature conditions; lift up to 100 pounds. Performance of duties may include working at heights in excess of 12 feet.

TYPICAL WORKING CONDITIONS

Work is normally performed both indoors and outdoors; frequent driving to different locations throughout the City; work may be performed in a variety of temperatures and weather conditions; work may be performed with unusual exposure to high temperatures and heat; work may be performed with exposure to constant moisture; work may be performed with unusual exposure to hazardous materials and chemicals; regular contact with other staff and the public; extensive coordination with Inspection Services and Code Enforcement.

DESIRABLE QUALIFICATIONS

Knowledge of:

Proper English usage, spelling, grammar, and punctuation;
Business letter writing and basic report presentation;
Basic computer operations including word processing methods, techniques and programs;
Pertinent federal, state and local laws, codes and regulations;
Principles and procedures of record keeping.

Ability to:

Learn to correctly interpret and apply departmental policies and procedures;
Be flexible and to seek alternative solutions
Learn to work independently and simultaneously on a variety of projects;
Prioritize and coordinate multiple tasks requiring efficiency and accuracy;
Learn to analyze situations appropriately and adopt effective courses of action;
Use interpersonal skills to effectively respond to customer complaints and problems;
Understand and carry out oral and written directions;
Perform common math processes involving addition, subtraction, multiplication and division;

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DESIRABLE QUALIFICATIONS (CONTINUED)

Ability to: (continued)

Communicate clearly and concisely, both orally and in writing;

Establish and maintain cooperative working relationships with those contacted in the course of work;

Deal tactfully and courteously with the public;

Learn to understand, interpret, and apply the Uniform Fire Code, Uniform Building Code, and other applicable federal, state and local laws;

Learn to read construction drawings and specifications, identify necessary changes to bring project into compliance with appropriate building and fire codes.

Apply discretion and good judgment when applying City and departmental policies, code regulations and standards.

Training and Experience:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Education: Graduation from high school and completion of fifteen (15) college units in fire- or building technology-related course work, with some experience in full-time fire suppression or full-time fire services, or an equivalent combination of experience and education that demonstrates experience with fire services and/or building technology-related course work.

Special Requirements:

Possession of a valid Class C California Driver's License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _____



Chairperson, Personnel Board

DATE: February 14, 2005