

FIRE AND ENVIRONMENTAL SAFETY INSPECTOR I
FIRE AND ENVIRONMENTAL SAFETY INSPECTOR II

DEFINITION

To perform technical and professional duties in the fields of fire and life safety inspection, environmental regulation, plan review and code enforcement activities, inspections related to hazardous materials and hazardous waste management; and to ensure compliance with current local, State and Federal regulations and laws related to assigned activities.

DISTINGUISHING CHARACTERISTICS

Fire and Environmental Safety Inspector I - This is the entry-level class in the Fire and Environmental Safety Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Fire and Environmental Safety Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Fire and Environmental Safety Inspector II – This is the journey level class in the Fire and Environmental Safety Inspector series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from that of the Senior Fire and Environmental Safety Inspector in that the latter is an advanced journey level class responsible for providing administrative oversight, and exercises direct supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Fire and Environmental Safety Inspector I

Receives general supervision from the Senior Fire and Environmental Safety Inspector or Fire Division Chief/Fire Marshal.

May exercise technical and functional supervision over technical staff, as appropriate.

Fire and Environmental Safety Inspector II

Receives direction from the Senior Fire and Environmental Safety Inspector or Fire Division Chief/Fire Marshal.

May exercise technical and functional supervision over technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Inspect residential, licensed care, commercial and industrial buildings, and places of public assembly to determine and enforce compliance with local, State, and Federal codes and regulations.

Conduct routine and special inspections and investigations of a variety of public and privately-owned sites that store and/or use hazardous materials or produce hazardous waste.

Perform plan reviews related to fire and life safety code compliance; approve or disapprove plans; work with developers, architects, and contractors to correct plans and resolve issues.

Enforce regulations related to underground and aboveground storage tanks.

Review hazardous materials plans and risk management plans submitted by businesses and public sector agencies as required to determine compliance with rules and regulations governing use, storage, and disposal of hazardous materials/waste and issue permits for use and control.

Participate in plan check review and provide professional level review, comment, and recommendations related to hazardous materials use, storage, and disposal.

Coordinate with Fire Department staff regarding identity and nature of materials stored at various businesses and facilities within the City; ensure proper storage methods and signage are in place.

Receive, investigate, and respond to citizen complaints.

Provide technical assistance to fire suppression staff in incidents involving the release of hazardous materials.

Issue non-compliance citations and show-cause letters; meet with owners, contractors, and other affected parties to reach compliance; impose penalties and fines, as needed, in coordination with City Attorney's Office.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Fire and Environmental Safety Inspector I

Knowledge of:

Report writing and research methods.

Modern office equipment, including use of word processing, database and spreadsheet applications.

Ability to:

Learn to perform technical specialized work related to fire and life safety code enforcement and hazardous materials and/or waste storage and control.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times.

Intermittently, walk, stand, kneel, climb, and bend while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Perform basic mathematical calculations including addition, subtraction, multiplication and division.

Learn to appropriately apply California Fire Code, California Building Code and other applicable Federal, state and local laws.

Learn to properly collect and document evidence.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience required.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in chemistry, environmental health, toxicology, industrial hygiene, fire science or a related field. Eight years of fire and life safety code inspection experience may be substituted for the education requirement.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Possession of certification as a California Underground Storage Tank Inspector within 180 days of hire.

Completion of P.O.S.T. certified California Penal Code Section 832 course within 180 days of hire.

Possession of certification as a Fire Inspector I from the International Code Council within 18 months of hire.

Fire and Environmental Safety Inspector II

In addition to the qualifications for the Fire and Environmental Safety Inspector I:

Knowledge of:

Principles and techniques used in the inspection of facilities or property for preventing and/or limiting fires.

Safe handling and storage procedures for hazardous materials, including transportation, uses, control, and proper disposal.

Pertinent local, State and Federal laws, rules and regulations.

Evidence collection and investigative methods.

Ability to:

Independently perform professional level duties in the inspection and assessment of facilities and sites that involve hazardous materials.

Conduct field inspections for fire prevention and code enforcement purposes, including hazardous materials and/or waste storage and control.

Perform professional level review of plans and specifications relative to fire prevention and code compliance; make appropriate recommendations.

Detect fire hazards and code violations and determine proper mitigation measures.

Read construction drawings and specifications, identifying changes to bring project into compliance with appropriate building and fire codes.

Effectively organize and document facts leading to criminal prosecution.

Analyze situations appropriately and take effective courses of action.

Experience and Training

Experience:

Two years performing duties similar to that of a Fire and Environmental Safety Inspector I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in chemistry, environmental health, toxicology, industrial hygiene, fire science or a related field. Eight years of fire and life safety code inspection experience may be substituted for the education requirement.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Possession of certification as a California Underground Storage Tank Inspector within 180 days of hire.

Completion of P.O.S.T. certified California Penal Code Section 832 course within 180 days of hire.

Possession of certification as a Fire Inspector II from the International Code Council within 18 months of hire.

EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY

08-21-18

03-18-13

09-12-12

01-28-12 Fire and Environmental Safety Inspector I/II