

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Fire Inspector, Senior  
**DEPARTMENT:** Fire Department  
**DIVISION:** Fire Prevention  
**REPORTS TO:** Fire Marshal  
**FULL-TIME:**  **PART-TIME:** \_\_\_\_\_ **TEMPORARY:** \_\_\_\_\_

**BAND/LEVEL:** Tech III  
**JOB NO:** 5590  
**DATE:** 7/15/2012  
**FLSA STATUS:** NE  
**COST CENTER:** 283

**REPLACES:** Fire Inspector, Senior

**DATE:** 3/25/2012

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**JOB SUMMARY STATEMENT:**

Conducts fire safety inspections on new & existing commercial structures for the purpose of obtaining compliance with City adopted codes and ordinances related to fire and building safety. This position entails applying the technical provisions found in the fire and building codes and associated standards, as well as other applicable ordinances related to fire and building life safety issues. Issues written notices of code violations and notices to appear in court for noncompliance. Reviews and approves construction plans on highly complex projects on new commercial building plans, and inspects various phases of new construction for compliance with city adopted codes and ordinances as they relate to fire protection. Develops plan review comments and conducts preliminary and post plan review meetings with design professionals, contractor, etc.

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**DUTIES AND RESPONSIBILITIES:**

1. Inspects new and existing structures, altered or repaired buildings and/or structures including various building systems and components for compliance with fire & building codes, national electrical code and associated standards. Evaluates and analyzes a wide variety of life safety, mechanical, electrical and fire protection systems installations for code compliance. Issues written notices of code violations and notices to appear in court for noncompliance.
2. Reviews and analyzes architectural and/or engineering plans and specifications, engineering calculations, shop drawings, technical data, research reports, and special inspection reports for the purpose of compliance with fire and building codes.
3. Applies engineering principles and practices in the technical examination and analysis of wood and steel structures and their components in accordance with fire and building codes and associated standards.
4. Keeps abreast of adopted codes and standards, new products, and code enforcement techniques, and assists in field training for other inspectors.
5. Serves as team liaison on joint inspections involving existing structures or investigations conducted with other divisions and departments.
6. Prepares reports noting specific code violations and items inspected. Enters inspection data into computer.
7. Reviews and approves construction plans and specifications on highly complex projects on new commercial building plans, for compliance with adopted city codes and ordinances related to building construction and life safety, including site access, fire apparatus roadways, fire lanes, fire suppression and fire protection systems. Coordinates with the water district to establish required fire flows and locations for the necessity of fire hydrants. Performs related hydraulic calculations in accordance with applicable design standards. Evaluates all fire protection and suppression equipment based on fire department operational tactics and equipment. Coordinates all field related inspection activity from site access during construction to final installation, and acceptance testing of all life safety property protection and tactical fire protection equipment. Conducts field inspections during various stages of construction to ensure code compliance of commercial buildings. Evaluates and analyzes fire protection installations as outlined in the adopted codes ordinances, and applicable standards.
8. Develops and coordinates plan review comments and correspondence between the Fire Department and the Building Safety Division plans examiners.
9. Conducts preliminary and post plan review meetings with design professionals, contractors, etc. Provides explanations of code requirements, interpretations of codes, and suggests alternative measures when necessary. Discusses problems/problem areas and documents them for future use.
10. Documents plan review and inspection activity on a weekly and monthly basis for review by the Fire Marshal.

**Title:** Fire Inspector, Senior  
**Cost Center:** 283  
**Date:** 7/15/2012  
**Page** 2

11. Responds to complaints generated from citizens, staff, contractors, design professionals, or other interested parties as they relate to assigned areas of responsibility. Does research and works to resolve the complaint.
12. Gives permission for the issuance of temporary and permanent Certificates of Occupancy and/or Certificates of Compliance.
13. Provides telephone and walk-in assistance to the public regarding code requirements and interpretations.
14. Performs special project work as assigned by the Fire Marshal, which includes building history research.
15. Maintains city vehicle, keeping the vehicle in proper working order and clean.
16. Serves in a capacity as team leader. Assigns inspections and provides assistance to other inspectors as needed. Participates in joint inspections or investigations with other inspectors, divisions and departments.
17. Assists in the training and development of Fire Inspectors I and II. Works closely with the field supervisor to provide training in a classroom setting, however, training is primarily accomplished in the field.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Education equivalent to a high school diploma supplemented with college-level courses in building construction, fire prevention or fire science is required. Bachelor's degree in fire prevention, fire science, construction science, fire protection technology, engineering, architecture or a related field is preferred; or an equivalent combination of formal education and work experience. Knowledge of basic fire scene operations, code enforcement or other law enforcement training may be substituted for formal education.

A combination of any three of the following professional certifications:

- NICETT certification in fire protection systems
- Certified Building Official
- ICC certification in related discipline
- Fire Protection certification from either Oklahoma State University, the National Fire Academy or other approved agency
- ICC Plan Review
- NFA Fire and Life Safety Plans Review certification

Must possess an appropriate, valid driver's license and maintain an insurable driving record.

### **EXPERIENCE:**

Five years experience as a fire or building inspector, or other related investigative or code enforcement inspector. Maintains certifications and skill proficiencies deemed necessary by the city for the execution of assigned duties.

### **SKILLS:**

1. Good oral and written communication skills.
2. Good interpersonal skills.
3. Must have a working knowledge of personal computers and software applications such as wordprocessing, database, and spreadsheet applications.

**Title:** Fire Inspector, Senior  
**Cost Center:** 283  
**Date:** 7/15/2012  
**Page** 3

4. Good negotiation skills
5. Presentation skills

**MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal codes and regulations.
2. Ability to read and interpret building plans, specifications, and building codes.
3. Ability to analyze engineering problems and recommend possible solutions.
4. Ability to comprehend standard engineering practices.
5. Ability to perform (Basic) engineering calculations.
6. Ability to perform various engineering mathematical computations and evaluate hydraulic calculations and engineered installations.
7. Ability to exhibit tact and diplomacy when dealing with the public, builders and contractors.
8. Ability to work/conduct inspections under distracting conditions.
9. Ability to verify the classification of a building. This includes the proposed area, height, number of stories and location.
10. Basic knowledge of the principles, techniques and design of fixed fire suppression and detection systems.
11. Ability to prepare clear and concise reports.
12. Ability to evaluate required fire flow, hydrant location and spacing.
13. Ability to review and evaluate storage and handling and use of hazardous materials
14. Mechanical aptitude.
15. Ability to analyze safety situations.
16. Logical reasoning.
17. Ability to train and guide others.

**PHYSICAL REQUIREMENTS:**

1. Ability to walk over rough terrain, climb stairs and ladders, bend, reach, and crawl while conducting site inspections.
2. Ability to make and receive phone calls.
3. Ability to distinguish colors.
4. Visual acuity to examine small parts.
5. Must be able to hear and communicate
6. Ability to lift 50 pounds and transport 20 feet.
7. Visual acuity to examine blueprints and diagrams and to spot violations in plans.
8. Ability to operate various office equipment, such as personal computer, copying machine, fax machine and paging system.
9. Exposure to extreme temperatures and adverse weather.
10. Exposure to loud noises.
11. Physical dexterity to operate hand tools.
12. Mobility to travel to various inspection sites.
13. Ability to drive a City vehicle.
14. Hand and eye coordination adequate to enter data into computer.
15. Visual stamina and acuity adequate to review alpha/numeric data.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**