



City of Kansas City, Missouri Job Class Specification

Job Title: FIRE INSPECTOR

Department: FIRE

Job Code: 3015

Status: NONEXEMPT

Grade: F-13

Summary

This is responsible education, inspection, and enforcement work in promoting fire safety and securing compliance with municipal fire prevention regulations.

Work involves responsibility for improving standards of public safety and securing compliance with fire prevention laws, ordinances, and accepted standards through the inspection of buildings within assigned districts. Work emphasizes the fire safety inspection of commercial and public structures such as warehouses, theaters, stores, garages, apartments, schools, churches, convalescent and nursing homes, or private dwellings when specifically requested by the occupants. Although new or unusual problems may be referred to a superior for advice and assistance, work is ordinarily performed independently following well established procedures.

Duties and Responsibilities

- Inspects general commercial, industrial, and public assembly buildings for all fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention regulations.
- Advises and instructs owners and occupants of buildings in the removal of fire hazards, fire prevention methods, and makes recommendations for reducing potential hazards.
- Reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices for follow-up action.
- Prepares reports of inspections performed covering conditions found, actions taken, and recommendations made for further action.
- Inspects the storage and use of explosives or flammable materials.
- Performs related duties as required.

Technical Skills	Working knowledge of: - The materials, methods, and practices used in the building construction industry. - The various stages of construction when possible defects and violations may be most easily observed and corrected. Some knowledge of: - Common fire prevention laws, ordinances, rules, and regulations. - The principles and practices of fire safety and inspection techniques. - Common municipal building, electrical, and plumbing code provisions where applicable to the work. Ability to: - Recognize and identify fire hazards and to recommend effective remedial measures. - Conduct harmonious discussions with property owners and the general public and to persuade them of recommended courses of action. - Enforce laws, ordinances, and regulations with firmness, tact, and impartiality. - Establish and maintain effective working relationships with property owners, representatives from other municipal departments and other public agencies and the general public. - Express oneself clearly and concisely, orally and in writing.
Education and Experience	High school graduation.
Certificates/ Licenses/Special Requirements	▪ Must pass a physical examination as prescribed by the City. ▪ Must be 21 years of age at time of appointment. ▪ May be required to pass a preemployment drug screen.
Supervisory Responsibility	▪ Must pass a background check as prescribed by the City.
Supervision Received	Work is performed under the technical supervision of a chief inspector. Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
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