

Job Class Code: 7378	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform skilled technical work in the inspection of building plans and construction for compliance with legal standards. Performs responsible protective service work involving an element of danger. The class works within broad policy and organizational guidelines, assists in the training of new inspectors, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Reviews/approves a variety of plans for construction, such as blueprints, or plans for installation of fire related systems or systems for hazardous materials or operations. • Interprets fire and building codes in response to inquiries from architects, engineers, contractors and the general public. • Conducts investigations of serious hazardous situations to determine causes and identify any criminality; questions witnesses, suspects, or informants, gathers evidence, may take part in criminal investigations or court actions. • Assists the Commonwealth's Attorney's Office in the preparation of trial cases related to allegations of violations of criminal or civil codes in related areas and testifies in court. • Observes and approves the installation and maintenance of fire suppression and alarm systems and conducts acceptance test on installed fire protection systems. • Conducts inspections of complaints of non-compliance, violations, or other complaints. • Conducts fire prevention training programs through inspection, advising the public, and presentations or drills. • Gathers and maintains information or evidence to support periodic and special reports documenting fire investigation activities and events or to update policy and procedures. • Assists with the training of new inspectors and performs management oversight of division as directed. • Attends staff or technical meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills. • Serves on boards or committees involved in the development review or other department activities. • Utilizes computer for checking legal descriptions, contractor licenses, business licenses, reference materials, etc. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems almost constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive statistics, geometry, plane and solid, and mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Requires performing specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices in the solution of problems.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, patients, clients, and others in the general public; assists in developing operating policies and procedures.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED. An associate's degree in fire science or a closely related field is preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of service as a sworn Deputy Fire Marshal with the Chesapeake Fire Department and a minimum of fifteen full years of continuous service with the Chesapeake Fire Department.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special skills and/or equipment certifications including Firefighter are required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.