

| | |
|-----------------------------------|--------------------------------------|
| Job Class Code: 7370 | FLSA Status: Partially Exempt |
| Pay Basis: Salary (Annual) | EEO Category: 4 |

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to perform skilled technical and inspection work in the areas of fire or other hazard investigation, fire prevention, and safety. The job class is responsible for ensuring fire and safety compliance through review of plans, inspection of new and existing structures, consultation with the public, and related work. The job class is responsible for responding to fires or other emergency situations, extinguishing fires, rescue, providing emergency medical services (EMS), conducting investigations, and related follow-up. The job class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Responds to fire or other emergencies; assesses situation and rescues persons from danger.
- Identifies persons requiring immediate care and provides life-saving procedures.
- Fights fires or takes actions to mitigate other situations such as natural disasters, hazardous spills, or other dangerous situations.
- Interprets fire and building codes in response to inquiries from architects, engineers, contractors and the general public.
- Conducts fire and safety inspections of new and existing buildings and structures.
- Responds to fire and EMS calls.
- Conducts investigations of serious hazardous situations including fires, environmental crimes, explosive devices, etc. to determine causes and identify any criminality; may take part in criminal investigations or court actions.
- 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.
- Conducts inspections of complaints of non-compliance, violations, or other complaints.
- Conducts fire prevention program 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.
- 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.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- 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 skilled work involving rules/systems 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; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| Decisions/Supervisory Control | Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, patients, clients, and others in the general public. |

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

| | |
|--|--|
| Vocational/Educational Requirement | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in fire science or a closely related field. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience. |
| Special Certifications and Licenses | Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Must possess or obtain the following certifications: <ul style="list-style-type: none"> • Firefighter II, Virginia Department of Fire Programs • Medical certification as mandated at the time of hire • Hazmat Operations • EVOC, Department of Fire Programs • Fire Inspector 1031, Virginia Department of Fire Programs • CORE module, Virginia Department of Fire Programs • Fire Investigator 1033, Virginia Department of Fire Programs • Special skills or equipment certification such as that required for fire or other inspections or investigations will be required. |

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.