

Position Code: 7311	FLSA Status: Non-exempt
Pay Code: 4	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform skilled firefighting and code enforcement work in the areas of fire or other hazards, fire prevention, and safety. The 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 class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Monitors and interprets fire and building codes to advise and assist professional and private citizens on fire prevention and related matters. • Reviews plans and other documentation for law and code compliance; conducts fire and related safety inspections of new and existing buildings and structures for code compliance. • Conducts investigations of serious hazardous situations such as fire scenes to determine causes, and identify any criminality; may take part in criminal investigations or court actions. • Conducts investigations of complaints of non-compliance, violations, or other complaints. • Conducts fire prevention programs through inspection, advising the public, and presentations or drills. • Gathers and maintains information or evidence to support periodic and special reports documenting fire or other investigation activities and events. • Performs all duties of firefighter such as responding to fire or other emergencies, extracting victims, fighting fires or mitigating other hazardous situations, treating or transporting injured persons, and performing follow up actions. • 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	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
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 technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
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 two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license or CDL and driving record in compliance with City Driving Standards. 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.