

**POSITION DESCRIPTION – FIRE INSPECTOR & LEAD FIRE INSPECTOR –  
CAREER/VOLUNTEER**

**General Purpose:**

The purpose of this standard operating guideline is to specify the duties and responsibilities for a Fire Inspector with the Burlington Fire Protection District. The incumbent will be responsible to conduct fire inspections within the district including but not limited to coordinate, schedule, document, file, follow-up with customers for re-inspections as needed, and convey inspection findings to response personnel. Fire Inspectors will also assist in teaching, demonstrating, and generally assisting other fire personnel with fire inspection responsibilities. Fire Inspectors may be asked to advise fire department administration regarding fire inspection program effectiveness; recommending equipment and fire inspection supply purchases; researching, evaluating, and developing new programs and presentations regarding fire inspection duties; working with computer programs; assist in setting organizational goals; assists in development of fire inspection related policies and procedures. The Fire Inspector is a stand-alone classification and is distinguished from all other fire classifications by the primary responsibility of fire inspection responsibilities.

**Supervision Received:**

This individual works under the direct supervision of the Fire Corps Program leader or coordinator (or similarly titled position as identified on the organizational chart for the District). Fire Inspectors may receive direction and communication from the Fire Corps Program leader or coordinator through the Lead Fire Inspector.

**Supervision Exercised:**

None.

**Essential Duties and Responsibilities:**

- A. Perform Fire safety inspections within the Burlington Fire Protection District, including re-inspections as needed.
- B. Assist in plan review of development and re-development projects within the Burlington Fire Protection District.
- C. May assist other Burlington Fire Protection District officers in new construction inspections as requested.
- D. Complete accurate reports and records regarding inspections.
- E. Occasionally observe and interact with combat fire personnel during training sessions to remain current with firefighting operations for the purpose of educating our customers.
- F. Contributes to development of county-wide fire inspection initiatives and policies.
- G. Keeps abreast of education trends and practices.
- H. Maintains and fosters relationships with other agencies including the Kentucky Fire Marshal's Office and local businesses.
- I. Identify skills development needs and report training and professional development program needs to the Fire Corps Program leader.
- J. Assists Training Officer and Lieutenants in instructing fire inspection training classes.
- K. Other duties/responsibilities as assigned by the Fire Corps Program leader.

**Peripheral Duties:**

- A. Individuals with fire investigation certification(s) may be requested to assist in fire investigation duties. Such requests will be coordinated through the Fire Chief and/or Assistant Chief(s) on an Inspector-by-Inspector basis.

- B. Interacts with, supports, and assists members as directed within the chain-of-command.

**Minimum Qualifications:**

- A. High school graduate or GED equivalent; prefer college degree.
- B. First Aid / CPR certified.
- C. Possess a valid driver's license.
- D. Clean driving record for the previous two years.

**Minimum Requirements:**

- A. Residency within the Burlington Fire Protection District or within Boone County is desired.
- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

**Selection Guidelines:**

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of membership; post-offer physical examination, including drug screen.

**Tools and Equipment Used:**

Personal computer; tape measure; flashlight; fax machine; telephone.

**Physical Demands:**

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.