

BOILING SPRINGS FIRE DISTRICT

5020 PELHAM ROAD

GREENVILLE, SOUTH CAROLINA 29615

Ph: (864) 288-5037

Fax: (864) 284-6146

TO: ALL PERSONNEL
FROM: Chief Steve Graham
SUBJECT: Fire Inspector Position
DATE: 1/9/2019

The Boiling Springs Fire District is seeking resume` for the position of Fire Inspector. This is a non-exempt position.

The Fire Inspector works primarily an 8-5 Monday through Friday schedule unless after hours inspections/activities are required. This position carries the rank of Lieutenant but is not in the operational chain of command. The primary responsibilities of the Fire Inspector will be fire and life safety inspections, however, assisting with fire alarm and sprinkler testing, plans review, and fire prevention activities may be required. Additional duties are outlined in the attached job description.

Any candidate accepting this position must successfully complete the South Carolina Fire Marshal Certification course and attend annual recertification training as required.

All resume` must be submitted to Assistant Chief Nelson by 5:00 p.m. on Friday January 25, 2019 to be considered.

Good luck to all who aspire to this position!

Stephen M. Graham
Fire Chief

BOILING SPRINGS FIRE DISTRICT

JOB DESCRIPTION

FIRE INSPECTOR

DESCRIPTION:

The Fire Inspector, under the direction of the Fire Marshal, shall conduct fire and life safety inspections based on the most current edition of adopted codes, standards, ordinances, and rules & regulations, to ensure compliance of all commercial properties and record findings utilizing the records management system for the district. This position carries the rank of Lieutenant.

JOB DUTIES:

- Conducts inspections of commercial properties to identify fire and life safety hazards.
- Advises facility management orally and in writing of code violations and recommend necessary corrective action.
- Investigates complaints of possible fire hazards and code violations, prepares reports, and recommends remedial action.
- Identifies hazardous materials in compliance with the Right to Know Act and the Occupational Safety Hazards Act (OSHA).
- Ensures proper maintenance and operation of firefighting equipment such as fire extinguishers, alarm systems, kitchen hood systems, sprinkler systems, fire doors, etc.
- Conducts fire safety training for commercial properties and customers as required.
- Conducts inspections of fixed and temporary occupancies engaged in the sale of fireworks.
- Enters and maintains records in the department Records Management System.
- Participates in fire safety committees as assigned.
- Maintains requisite training and certifications.
- Performs related work as assigned.
- Maintains favorable public relations.
- Performs other duties as assigned by the Fire Chief

QUALIFICATIONS:

- Ability to interpret and apply codes, rules, and regulations both orally and in writing.
- Ability to observe critically, obtain data, and prepare reports of findings.
- Ability to propose and develop effective solutions to identified code violations or other fire safety hazards.
- Ability to communicate effectively.
- Comprehend and make inferences from written material in the English language
- Have excellent interpersonal relationship skills and be team oriented.
- Ability to maintain favorable public relations.

Working Conditions:

- Some properties require the inspector to be exposed to hazardous work environments.
- The inspector may be exposed to inclement weather conditions.

Physical Requirements:

- The job duties require the inspector to be absent of any physical limitation which would impair effective performance.

Education:

- Educational level typically acquired through completion of high school, successful completion of Fire Marshal certification course and attending necessary training classes as required for recertification.
- Attends training and educational offerings to stay current with new and emerging trends and techniques.