**OKOLONA FIRE PROTECTION DISTRICT**

***Mark S. Little, Fire Chief***

**8501 Preston Highway**

**Louisville, Kentucky 40219**

**Phone (502) 964-5111 Fax (502) 966-8388**

**www.okolonafire.org**

Part Time Fire Inspector

**Non-Fire Suppression**

**Position Purpose**

* The Fire Inspector-Part time is a civilian position with no hazardous duty responsibilities. The employee, under the direction of the Fire Marshal shall conduct fire/life safety inspections for all occupancy types. The employee is responsible for assisting the Fire Prevention Division with routine filing and other tasks as assigned.

**Minimum Qualifications**

* Kentucky Certified Fire Inspector
* 3 Years’ experience in conducting fire and life safety inspections
* Experience with Microsoft Office
* Experience in using tablet and mobile formats for inspections
* Valid motor vehicle operator’s license

**Responsibilities/Duties/Functions/Tasks**

* Abide by all Okolona Fire Department policies and procedures and obey all lawful orders and directives issued or given by superior officers.
* Under the direction of the Fire Marshal; conduct fire/life safety inspections in all occupancy types
* The part-time fire inspector shall visually inspect occupancies to identify hazardous conditions and fire code violations. Examples include, but are not limited to, blocked means of egress, improper storage of flammable liquids, disabled or non-functioning fire/life safety devices, etc.
* In coordination with the Fire Marshal the part-time fire inspector shall identify corrective actions necessary to bring occupancies into compliance with applicable codes, regulations, standards, and laws.
* The part-time fire inspector shall professionally communicate and explain corrective actions to occupant and occupancy owners. A cooperative, solution-oriented attitude is required. Occupants and occupancy owners who are resistant or combative should be referred to the Fire Marshal.
* The part-time inspector shall also conduct follow-up fire/life safety inspections to verify corrective actions have been taken or are in progress where deficiencies were found.
* Utilize the operating system in either tablet or mobile formats to document fire/life safety inspections.
* Utilize windows PC to assist with records management
* Perform routine filing and file maintenance for the Fire Prevention Division
* Attend all assigned training sessions and classes to stay current with developments in fire prevention and occupancy life safety. This includes how changes in fire prevention/building codes may impact current firefighting techniques/procedures.
* Assist other Divisions as requested or when assigned

**Special Position Requirements**

* This part time position requires the employee to conduct code enforcement work in all occupancy types. Examples of these include, but are not limited to:
* Office
* Manufacturing
* Construction sites
* Industrial
* Residential
* Assemblies
* Schools
* House of Worship
* Etc.
* This part time position will work less than 1100 hours per year
* The part-time fire inspector should be expected to spend approximately 75% of their time in the field conducting fire/life safety inspections in dry and wet environmental conditions. Examples of work to be performed in this setting include, but are not limited to, operating an Okolona Fire Department motor vehicle, a significant amount of walking while performing interior and exterior visual inspections, holding and using a tablet or mobile device, interacting with occupancy owners/occupants, colleagues, and members of the public.
* The part-time fire inspector should expect to spend approximately 25% of their time in an office environment. Examples of work to be performed in this setting include, but are not limited to, answering phone calls, greeting the public who come to the station/office, routine filing/file maintenance, sitting at a desk, using a PC, and using other office equipment typical for a public safety agency.
* The part-time fire inspector will not be assigned to ride on an ambulance or fire apparatus
* This position requires disclosure of all outside employment to ensure compliance with
* Kentucky Retirement Systems administrative regulations and Kentucky Revised Statues regarding employment with agencies participating in Kentucky Retirement Systems.
* Ethics, policies of the Okolona Fire Department

**Note**; nothing in this job, description restricts managements right to assign or reassign duties and responsibilities to this job at any time.