



**POSITION PROFILE & DETAILED DESCRIPTION**

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<b>DEPARTMENT:</b>	<b>PUBLIC SAFETY</b>
<b>JOB TITLE:</b>	<b>FIRE PREVENTION INSPECTOR (PART-TIME)</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>COORDINATOR, FIRE PREVENTION (PS-002)</b>
<b>HOURLY RATE:</b>	<b>\$15.00 (24 HOURS PER WEEK) w/ Medical Certification</b> <b>\$14.00 (24 HOURS PER WEEK) w/o Medical Certification</b>
<b>POSITION NUMBER:</b>	<b>PS-003</b>

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**POSITION SUMMARY**

The Fire Prevention Inspector (“Inspector”) is responsible for enforcing the Township’s fire code and regulations, including performing fire prevention inspections and other code enforcement duties. In addition, the Inspector will respond to emergency calls for service and assist with mitigating any hazard associated with an emergency. Additional duties may include, but are not limited to, regular checks of fire apparatus and equipment, completing fire reports, ensuring the cleanness of the fire apparatus, fire stations, and grounds, attending special details, and any other miscellaneous related duties as assigned. Work is performed under the general supervision of the Coordinator, Fire Inspection. The work involves great initiative and independent judgement and is periodically reviewed at completion.

Inspectors can work up to a maximum of 24 hours a week. Work is performed during regularly scheduled hours and will involve additional hours, as needed. The position is non-exempt under the Federal Fair Labor Standards Act and subject to the township personnel policy.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Fire Prevention Inspector shall:

1. Conduct field investigations of potential fire code violations; inspect properties for violations; issue and post warning notices, notices of violation, corrective notices, order to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

2. Respond to all calls for service (Emergency & Non-Emergency) which include but are not limited to Fires, Auto Crashes, Various Alarm Activations, Traffic Control Details, Medical Assist etc.
  3. Perform regular checks of fire apparatus and equipment and ensure the cleanliness of fire stations and grounds.
  4. Perform a variety of field and office work in support of both the Department of Community Development and the Department of Public Safety (including the Fire Service).
  5. Enforce Township fire regulations and ordinances including those pertaining to health and safety and other matters of public concern.
  6. Prepare evidence in support of legal actions taken by the Township; appear in court as necessary; and testify at hearings and court proceedings as required.
  7. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations including diagrams, illustrations, and photography.
  8. Prepare written reports, memos, and correspondence related to enforcement activities.
  9. Attend training as necessary to stay current with job duties and regulations.
  10. Maintain satisfactory relations with the public, including presenting a neat, pleasant appearance in dealing with residents and others.
  11. Ensure compliance with applicable laws, regulations, and ordinances as they relate to the duties of this job, including preparation and submittal of timely reports to elected officials, staff, or to the public.
  12. Provide advice and information regarding fire code enforcement matters to Township elected officials and appointed staff.
  13. Provide fire code interpretations and participate in meetings with citizens and property owners to explain the fire code and requirements.
  14. Prepare and maintain records, reports, documents, specifications, proposals, and contracts in designated areas; provide manual and electronic tracking/filing systems for the records.
  15. Perform related tasks as required or as assigned by the Coordinator, Fire Prevention; the Assistant Director, Community Development; the Director, Public Safety; the Assistant Township Manager; and/or the Township Manager.
  16. Maintain membership in the North Fayette Twp VFD as either an Active member or Special Active member.
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#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. General knowledge of the scope and functions of municipal government, including knowledge of federal, state, and local laws, ordinances and codes pertaining to the fire code.

2. Working knowledge of standard office equipment, personal computers, and software products, including Microsoft Office, TRAIRS, and Emergency Reporting (Fire Inspection Software).
  3. Ability to work collaboratively with Township staff to ensure effective and efficient operations, including working collaboratively with department staff to further the goals and objectives of both the Department of Public Safety and the Township.
  4. Ability to communicate effectively both orally and in writing to property owners, elected officials, and staff. Excellent presentation, communication (verbal and written) and analytical skills.
  5. Ability to establish and maintain professionally effective relationships with other Township employees, vendors, community agencies, government officials and members of the public.
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## **QUALIFICATIONS**

### Education/Certifications

1. Required:
  - a. High School Diploma, or equivalent, required; and
  - b. Possession of a Valid Pennsylvania issued Driver's License; and
  - c. Pro-Board Firefighter 1 certification (or attain in 6 months); and
  - d. PA Department of Health Basic Vehicle Rescue (BVR) Technician certification (or Equivalent); and
  - e. PA Department of Health Emergency Medical Responder (EMR) certification (or attain in 12 months); and
  - f. Emergency Vehicle Driver Training (EVDT) certification; and
  - g. Pump Operations 1 certification
  - h. Hazardous Materials Operations certification (with valid refresher).
2. Candidate meeting the following will receive a preference:
  - a. Pro-Board Fire Inspector 1 or 2 certification
  - b. EMT/Paramedic certification; and/or
  - c. Possession of a Valid Pennsylvania issued Commercial Driver's License (Class B).

### Experience/Training

1. Minimum of 2 years of related experience in municipal fire code administration and enforcement preferred (An equivalent combination of education and experience may be substituted); and/or
  2. Successful completion of the Essentials of Firefighting Course (Modules 1 through 4), or equivalent.
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### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed mostly in outdoor settings. Some office work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
  2. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, equipment, or controls; and reach with hands and arms. The employee is frequently required to stand or walk.
  3. The employee must possess the ability to lift, carry and operate basic office equipment and tools; ability to lift, carry, and operate basic fire equipment and tools; occasionally climb ladders; walk up and down stairs; and enter confined spaces.
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### **EQUIPMENT USED**

Including, but not limited to, motor vehicles, fire equipment, personal computer, electronic tablet, computer software, telephone, copy machine, and camera.

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### **SELECTION GUIDELINES**

Interested applicants must apply online via the Township website at <https://www.northfayettepa.gov/> no later than the close of business on **April 14, 2023**.

The successful candidate must be eligible to work in the United States and, upon commencement of employment, will be subject to employment eligibility verification. In addition, the successful candidate will be subject to a background investigation, a pre-employment physical, drug and alcohol test, and certification of the candidate's compliance with the Township's Nepotism Policy.

The Township of North Fayette is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, or any other legally protected standing.

Applicants requiring accommodation in the application process should contact the Department of Administration by telephone at (724) 693-3118 or by email at [AdministrationTeam@northfayettepa.gov](mailto:AdministrationTeam@northfayettepa.gov).