

Mercedes Fire Department EMS

Job Description: Fire Marshal Assistant / Fire Inspector

Position Title: Fire Marshal Assistant / Fire Inspector

Department: Fire Department

Reports To: Fire Chief

Job Summary:

The Fire Marshal Assistant/Fire Inspector supports the Fire Marshal in ensuring fire safety compliance within the jurisdiction. This role involves conducting inspections, investigating fire incidents, enforcing fire codes, and educating the public on fire prevention.

Key Responsibilities:

1. Fire Inspections:

- Conduct regular inspections of residential, commercial, and industrial properties to ensure compliance with local, state, and federal fire codes and regulations.
- Identify potential fire hazards and provide recommendations for corrective actions.
- Issue notices of violations and follow up to ensure corrective measures are taken.

2. Fire Investigations:

- Assist in investigating the causes and origins of fires.
- Collect and preserve evidence from fire scenes.
- Prepare detailed reports on findings and assist in the prosecution of arson cases if necessary.

3. Code Enforcement:

- Enforce fire codes and ordinances within the jurisdiction.
- Review building plans and fire protection system designs to ensure compliance with fire safety standards.
- Issue permits for fire-related activities and systems.

4. Public Education and Outreach:

- Conduct fire safety education programs for schools, businesses, and community groups.
- Distribute fire safety materials and provide information on fire prevention measures.
- Participate in community events to promote fire safety awareness.

5. Administrative Duties:

- Maintain accurate records of inspections, investigations, and enforcement actions.
- Prepare reports and documentation as required by the Fire Marshal.
- Assist in the development and updating of fire safety policies and procedures.

6. Training and Development:

- Stay updated on the latest fire safety codes, regulations, and best practices.
- Attend training sessions and workshops to enhance skills and knowledge.
- Assist in training new fire inspectors and other personnel as needed.

Qualifications:

- Education: High school diploma or equivalent. Associate or bachelor's degree in fire science, fire technology, or a related field is preferred.
- Experience: Previous experience in fire inspection, firefighting, or a related field is preferred.
- Certifications: Certification as a Fire Inspector (e.g., NFPA Fire Inspector I or II) is preferred. Additional certifications in fire investigation or hazardous materials handling are a plus.

Skills:

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- Knowledge of fire codes, regulations, and safety practices.
- Strong observational and analytical skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in using computers and software for report writing and data management.

Physical Requirements:

- Ability to conduct physical inspections, including climbing ladders and accessing confined spaces.
- Capability to work in various weather conditions and environments.
- Must pass a physical examination and background check.

Work Environment:

- Primarily works in the field conducting inspections and investigations.
- May be exposed to hazardous conditions and environments.
- Occasional office work for administrative tasks.

Salary: Commensurate with experience and qualifications. Benefits package included.

Application Process:

Interested candidates should submit a resume, cover letter, and any relevant certifications to [email address] by [application deadline].

This description provides a comprehensive overview of the duties, qualifications, and work environment for a Fire Marshal Assistant/Fire Inspector. Adjustments can be made based on specific departmental needs and local regulations.

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