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Florissant Valley Fire Protection District

661 St. Ferdinand Street
Florissant, Missouri 63031



DAN LUBIEWSKI
Director

MIKE MAHAFFY SR.
Director

BOB CARMACK
Director

JASON HOEVELMANN
Chief of Department

Part-Time FIRE INSPECTOR

General Statement of Duties: Conduct field inspections of occupancies within the Florissant Valley Fire Protection District on a routine basis to ensure compliance with the International Fire Code/Building Code and regulations. Discuss problems with the owners/management, of the facility, through education in code compliance to protect the citizens in life-safety and their property from uncontrolled fire.

Essential Job Duties:

- Perform inspection of new and existing commercial and residential buildings for conformance with adopted codes.
- Respond to inquiries, complaints, or request for assistance relative to code issues.
- Prepare pre-planning of high-risk occupancies throughout the fire district.
- Conduct fire prevention/education programs for the citizens.
- Consult with code officials from other government entities, developers, and contractors.
- Maintain accurate records of inspections and other work performed. Prepare a written presentation of violations and/or update APX Data Solutions software.
- Report all non-compliant code cases and special circumstances to the Fire Marshal for Quality Assurance.
- Conduct inspections of kitchen hood systems, fire alarm systems, and fire sprinkler systems.
- Maintain current knowledge of developments in the field for application to function area of responsibility.
- Attend continuing education programs in the related field.
- Perform related duties as directed.

Minimum Experience and Training:

- Age 21 or older.
- High School Diploma or GED.
- Firefighter I & II Certified by St. Louis County Fire Standards Commission (Preferred).
- Must possess and maintain a Missouri Driver License.
- Currently certified as a Fire Instructor(I) through the Missouri Division of Safety and maintain certification through the Division of Fire Safety (Preferred).
- Currently certified as a Fire Inspector through the Missouri Division of Safety and maintain certification through the Division of Fire Safety or equivalent certification through ICC.
- Currently certified as a Fire Investigator through the Missouri Division of Safety and maintain certification through the Division of Fire Safety (Preferred).
- Currently certified in Hazardous Material Awareness through the Missouri Division of Safety and maintain certification through the Division of Fire Safety (Preferred).

Knowledge, Skill, and Ability:

- Ability to follow and understand orders.
- Ability to clearly communicate information both verbally and in writing.
- Knowledge of principles, method and techniques of fire prevention and life-safety codes, inspection principles, practice and methods.
- Knowledge of building construction methods and materials as such pertains to structural compliance with fire prevention and life-safety compliance.
- Knowledge of principles and practice associated with fire prevention, and techniques and strategies applicable to fire prevention education.
- Ability to organize work, establish priorities, meet established deadlines, and follow-up on assignments with minimum direction.
- Ability to read, update and maintain various records and files; ability to operate basic office equipment; ability to access, operate and maintain various software applications.
- Ability to establish and maintain effective working relationship with departmental staff, supervisors and the general public.
- Ability to operate a motor vehicle.

Physical Requirements:

- Some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, and/or walking.
- Inspection task involve the performance of moderately physically demanding work, which may include some combination of running, climbing, and/or jumping, and may include lifting, carrying, pushing, and/or pulling of light supplies and equipment (20 pounds).

Salary:

- The hours worked are approximately 24 hours per week compensated at \$30 per hour. There are no health, medical, or pension benefits with this position.