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## **POCATELLO FIRE DEPARTMENT**

STANDARD OPERATING GUIDELINES

**Subject:** Fire Inspector - Captain

**To:** All Personnel

**Revision Date:** June 1, 2000

**From:** Mike Duersch

**Last Reviewed:** June 1, 2000

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**POSITION PURPOSE:** This position has primary responsibility for directing the inspection and fire investigation activities of the Fire Department through program development, training, assigning of inspection priorities and public education presentations to Engine Company Captains. This position ensures that occupancies within the City of Pocatello comply with various life safety and fire codes through inspection programs and plan reviews for new and remodeled construction. The work is performed under the supervision of the Division Chief assigned over Public Safety.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Develop, train, and supervise programs for classified fire department personnel so they can conduct fire inspections, do pre-fire planning, assist in fire investigations and public fire safety education.
2. This position is required to perform site plan reviews for remodels and new construction projects within the City of Pocatello.
3. Develop and deliver fire safety education presentations to the public using oral, written and audio-visual communication methods.
4. Enhances the favorable relationship of the Pocatello Fire Department with architects, building contractors, and the citizens of Pocatello through timely and appropriate response to inquiry and complaint regarding questions of applicable Fire Code compliance.
5. Ensure that applicable codes and regulations necessary for safeguarding life and property from the hazards of fire, panic, hazardous materials and other related dangers are developed, adopted, interpreted and enforced.
6. Maintain the necessary State Fire Inspector certification and Emergency Medical Technician certification to perform the duties and responsibilities required of both programs.
7. Provide fire scene investigations for the purpose of determining fire origin and cause coordinating the activities of the investigation of arson. /suspicious fires with appropriate law enforcement personnel having jurisdiction. Provide an accurate and timely record of fire investigation reports to the Division Chief over Public Safety.
8. Consults with the Division Chief over Public Safety and other appropriate City personnel and officials with questions on plan reviews, and programs relating to proposed administrative, operational, public education and public relations improvement projects related to fire prevention.

9. Ensure that occupancies within the City of Pocatello comply with City adopted Uniform Fire codes, Pocatello Municipal Code and all other pertinent codes by providing accurate plan reviews for new and remodeled construction.
10. Ensures that the Division Chief over Public Safety is informed of fire inspections completed, permits issued, plans reviewed, and public education projects by maintaining accurate and complete records and correspondence pertaining to the occupancies within the City of Pocatello using the available data collection and retrieval systems.
11. Maintains high levels of stamina and endurance through the completion of Department mandatory physical fitness program and evaluations.
12. Attends meetings, conferences, workshops, and training sessions. Reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments for Fire Prevention.
13. Keeps the Division Chief over Public Safety, fully and accurately informed concerning work progress, including present and potential work problems with suggestions for new or improved ways of addressing problems.
14. Complete and maintain necessary skills and training to be certified as EMT with the state of Idaho.
15. Must maintain a valid State of Idaho Driver's License while on duty.
16. Performs related work as assigned by supervisors.

**NATURE AND SCOPE:**

Minimum requirement necessary to fill this position is any employee in the Classified Service who has completed (8) years of service and has been placed on the eligible register by Human Resources after successfully passing the requirements for promotion to Captain. This position reports to the Division Chief over Public Safety.

Certification as a Plans Examiner is recommended. Challenges include resolution of adopted Uniform Fire code issues while working with the City Building Department to approve certificate of occupancies and submitted architect plan compliance.

This position will coordinate 1. The inspection procedures for the entire suppression force within the Fire Department, 2. The investigation of all major and suspicious fires to determine cause and origin, 3. The abatement of hazards prohibited by the code or ordinances, 4. Educating the public on a variety of Fire Prevention topics.

These position functions within limits imposed by pertinent codes, ordinances, statutes, and established Department policy and adopted City Municipal Codes.

Equipment frequently used by this position includes computers, calculators, audio-visual, and cameras as well as basic firefighting equipment such as fire extinguishers.

Having knowledge of the City adopted Uniform Fire Code, Uniform Building Code, Uniform Mechanical Code, Sprinkler systems, NFPA 13, installation, and Fire Alarm systems, and NFPA 72.

APPROVAL SIGNATURES:

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Fire Chief

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Date

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Union Representative

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Date