



JOB DESCRIPTION

Fire Inspector

Position Title	Fire Inspector
Department	Fire Prevention Division
Reports To	Fire Marshal
Classification	Full-time
FLSA Status	Non-exempt
Revision	202608

Position Summary

The Fire Inspector works within the Fire Prevention Division, with primary responsibility for conducting fire prevention inspections in commercial and residential buildings and for working with occupants to mitigate any identified violations. The role also involves teaching public safety and fire prevention courses, and assisting in the development and implementation of community risk reduction efforts.

Essential Duties and Responsibilities

The following duties are essential functions of this position. The employee in this position is responsible for a range of critical tasks, including:

- Performing scheduled and unscheduled fire safety inspections on all commercial and existing residential buildings within the district.
- Conducting periodic inspections of licensed and regulated occupancies, including schools, child care facilities, and residential and long-term care facilities.
- Creating and maintaining District pre-plans.
- Enforcing the fire code and other ordinances adopted by the district.
- Issuing notices of violation, citations, and orders to correct, and conducting follow-up inspections to verify that violations have been abated.
- Assisting with plan review to ensure compliance with the fire code.
- Witnessing acceptance testing of fire sprinkler, fire alarm, and other fire protection systems, and verifying that installations conform to approved plans and applicable standards.
- Maintaining detailed records for the fire inspection program.
- Completing incident documentation for investigated fires in the National Emergency Response Information System (NERIS).
- Teaching public education courses on topics such as CPR, fire prevention, and fire safety.
- Maintaining all required certifications in good standing through continuing education and in-service training.

Minimum Qualifications

This position requires the following:

- High school diploma or equivalent
- Valid Missouri driver's license with an acceptable driving record
- Ability to pass a background investigation, medical evaluation, and drug screening
- Missouri Division of Fire Safety Firefighter I and II
- Missouri Division of Fire Safety Hazardous Materials Operations
- Missouri Division of Fire Safety certification as Fire Inspector I (NFPA 1031) or Fire Inspector (NFPA 1030). The First Responder Inspector level under NFPA 1030 does not satisfy this requirement.

Preferred Qualifications

- Missouri Division of Fire Safety certification at the Fire Inspector II level (NFPA 1031), or Fire Inspector under NFPA 1030
- International Code Council (ICC) Fire Plans Examiner certification
- ICC Commercial Fire Sprinkler Inspector or Fire Alarm Inspector certification
- Additional fire prevention certification through ICC, IFSAC, Pro Board, or the Missouri Division of Fire Safety
- Experience in municipal or fire district code enforcement

Knowledge, Skills, and Abilities

This position requires:

- In-depth knowledge of fire safety codes and regulations, sprinkler systems, and fire alarm systems.
- Strong interpersonal skills to work effectively with citizens, co-workers, and other agencies.
- The ability to apply the three E's of fire prevention: education, engineering, and enforcement.
- Skill in both oral and written communication.
- The ability to enforce regulations in a firm, impartial, and professional manner.
- The ability to locate, read, and interpret codes and ordinances.
- Proficiency with computers, iPads, and relevant software, including the Microsoft 365 suite.

Work Environment and Physical Requirements

Work is performed in a variety of settings, including an office environment and in the field. Physical requirements include the ability to sit, stand, climb, bend, and lift objects weighing up to 25 pounds.

In accordance with the Americans with Disabilities Act, as amended, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Applicants and employees who require an accommodation should contact the District administrative office at 636-677-3371 or careers@highridgefire.com.



How to Apply

Applications are accepted online at www.highridgefire.com/careers or by scanning the QR code shown. Printed applications are available at the District administrative office during business hours. Questions regarding this position may be directed to the Fire Chief at 636-677-3371.

Disclaimers

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The High Ridge Fire Protection District reserves the right to amend and change responsibilities to meet business and organizational needs.

The High Ridge Fire Protection District is an Equal Opportunity Employer.