

County of Henrico Job Classification

Fire Inspector



General Summary of Classification:

Conducts fire and life safety field inspections to ensure compliance with local and state codes. The role identifies hazards and mitigation options, maintains records, provides safety and compliance-related guidance, issues violations, and as necessary, prepares cases for legal actions. This part-time position operates independently within established policies. This classification is restricted to part-time, temporary workers.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Inspects buildings, structures, and work sites for compliance with fire-related codes, regulations, and ordinances.
- Performs life safety inspections for a wide range of facilities, including restaurants, multi-family dwellings, and health-care facilities.
- Ensures the proper functioning and testing of fire protection systems.
- Works to obtain voluntary compliance during inspections.
- Writes reports, Notices of Violation, and other official correspondence.
- Gathers evidence and prepares cases for legal action when required.
- Recommends enforcement actions based on the severity of issues found.
- Testifies in court on code enforcement matters.
- Responds to complaints and evaluates potential life safety concerns.
- Interprets and explains fire codes to the public, contractors, and business owners.
- Coordinates effectively with Fire Marshals, other departments, and government entities.
- Completes administrative tasks such as scheduling and meeting preparation.
- Prepares and maintains accurate inspection and permit records.
- Contributes to division special projects and education efforts.
- Operates government vehicles safely and according to policy.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the Virginia Statewide Fire Prevention Code, current edition.
- **Technical:** Moderate computer skills including the ability to use databases and typical business software and devices; The ability to become proficient in computer-based inspection systems; Ability to operate small hand tools or lighting as necessary to complete inspections.
- **Interpersonal, Communication and Customer Service:** Ability to communicate standards clearly with coworkers, supervisors, and the public, orally and in writing; ability to maintain professionalism when handling inspections, inquiries or complaints; ability to work effectively as part of a team; Ability to explain complex codes, standard, and regulations in succinct, understandable language.

- **Decision-making and Authority:** Consistently uses sound judgment and available code reference material to make decisions in-line with County priorities and life safety requirements. Able to work independently with authority to enforce relevant code.
- **Leadership:** Non-supervisory; may provide guidance to others.
- **Environment:** Works in office, off-site, and outdoor settings. Utilizing County vehicles operate in various locations throughout the County during all weather conditions. Occasionally operates at Division of Fire locations to upload data, attend meetings and training and seek direction or consultation from supervision.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties; physical ability sufficient to perform tasks such as kneeling, crouching, climbing ladders, entering tight spaces, sitting, standing, typing, and lifting light materials.

Minimum Education and Experience:

- **Education:** High school diploma or GED;
- **Experience:** Three (3) years technical / professional field involving fire and life safety or a relevant degree and three (3) years of inspection experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid unrestricted driver's license.
- Fire Inspector – NFPA 1031 through the Virginia Department of Fire Programs
- Fire Prevention Inspector through the Virginia Department of Housing and Community Development by the date of hire.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

Job Code: G.C.M.0044

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.