

MAYOR
Byron James McAllister

MAYOR PRO-TEM
Joe Scarboro

COUNCILMEMBERS
Amy West Whitley
Susan Parrish Watson
William Overby



TOWN MANAGER
Alexis Carter

TOWN CLERK
Dalton Larsen-Batten

TOWN ATTORNEY
Alan "Chip" Hewett

Fire Inspector

General Statement of Duties

Performs technical work in enforcing fire prevention laws, performing fire inspections, and promoting overall fire prevention efforts within the Town.

Distinguishing Features of the Class

An employee in this class performs varied tasks in conducting a fire prevention program to ensure compliance with State and local fire laws, codes, rules and regulations. Work includes inspections of commercial and retail establishments, schools, and health care facilities, and if requested residences. The employee also conducts fire education and safety programs. Employee is also involved in reviewing site plans for new construction to ensure that all fire codes are being met. Considerable independence and judgment are required in all aspects of the work, particularly in fire inspections. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules and regulations. The employee is subject to hazards associated with fire inspection, administration, and firefighting work including work in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in proximity to moving mechanical parts, electrical current, and working in high places. Employee may also be exposed to atmospheric conditions and bloodborne pathogens, and are sometimes required to wear a respirator, and may be required to work in close quarters. Work is performed under the general supervision of the Fire Chief and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work performed.

Duties and Responsibilities

Essential Duties and Tasks:

- Determines quantity compliance with NC Fire Code and NC Building Code for businesses storing hazardous chemicals or other hazardous products, including height of stored product, cubic footage of product, and whether current fire protection system is sufficient.
- Conducts routine inspections of businesses, commercial and industrial facilities, schools, day care centers, nursing homes, and places of public assembly to determine compliance with NC Fire Code; makes special inspections in response to citizen complaints, such as overcrowding at events, exceeding maximum capacity, and other Fire Code violations.
- Inspects all occupancies in various stages of construction to ensure conformance with approved plans and compliance with applicable local, state, and national fire codes, regulations and standards.
- Conducts follow-up inspections to ensure that deficient conditions are corrected; prepares and submits reports of deficiencies; prepares and maintains records of fire inspections and related matters for the Town.
- Prepares pre-fire plans; reviews building layouts and identifies all potential hazards and what could happen in case of a fire; documents existing conditions for use in emergencies.
- Conducts certificate of occupancy inspections with building inspector; assists with other inspection areas as needed.

- Assists with fire safety and prevention education programs for schools, churches, businesses, and community groups and applies varied teaching methods to groups served.
- Makes recommendations for planning and implementing occupancy emergency evacuations.
- Assist with Cause and Origin investigations of all fires in the Fire District.
- Participates in emergency planning for the Town of Selma.
- Serves as the Town Safety Officer, ensures safety policy is followed by all employees.
- Holds Safety Team meetings.
- Conducts safety inspections of all Town Property.
- Conducts Safety Incident investigations for all injury or property loss and recommends corrective action on such.

Additional Job Duties:

- Performs fire equipment operation tasks, driving equipment to the scene of a fire, operating equipment at the scene, laying lines, connecting lines to hydrants, and assuring correct water pressure.
- Attends lectures; studies manuals; participates in fire drills and learns modern firefighting techniques to develop and maintain skill; participates in physical training.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the North Carolina fire prevention code and National Fire Protection Association standards, practices and policies
- Considerable knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.
- Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.
- Considerable knowledge of the laws and regulations covering fire prevention.
- Considerable knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.
- Considerable knowledge of fire equipment operation and maintenance, and skill in its operation.
- Ability to enforce codes and laws with firmness and fairness; visual acuity to conduct inspections.
- Ability to communicate effectively; ability to prepare and submit clear and concise reports.
- Ability to accurately read and understand complex plans, specifications, and blueprints and apply that understanding to the construction process.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.
- Must possess the visual acuity to perform accounting, computer work, and extensive reading in addition to the ability to distinguish people and objects at emergency scenes.

Desirable Education and Experience:

- High school diploma or GED with certifications as indicated in the Special Requirements section and

considerable experience in fire suppression and/or prevention, or equivalent combination of education and experience. Possession of Fire Inspector Level I certification. Ability to obtain Fire Inspector Level II & III based on class availability. Must meet and maintain minimum training and experience requirements for position as established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.

Special Requirements:

- North Carolina Fire Inspector Level I
- CPS Technician or ability to obtain in 12 months.
- Some experience in fire suppression and fire prevention methods and techniques.
- General knowledge of state fire codes and local ordinances.
- Ability to recognize existing and potential fire hazards in various structures.
- Proficient in using computer systems for fire inspections.
- Ability to understand and carry out oral and written reports.
- Ability to enforce rules and regulations firmly and tactfully.

Preferred

- NC Fire Inspector Level II
- NC Fire Investigator Technician
- NC Fire & Life Safety Educator Certification
- NC Firefighter Certification
- NC EMT-B Certification