

**TOWN OF BARRE  
POSITION DESCRIPTION**

**Position Title: Fire Inspector**  
**Departments: Fire Department**  
**Reports to: Fire Chief**  
**Exempt/Non-Exempt Status:**

**Grade Classification: FD-7**  
**Position Description Approved: Pending**  
**Position Description Revised:**

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***Position Summary:***

Performs administrative, fire prevention and code enforcement, fire protection, rescue, emergency medical service, hazardous materials mitigation, disaster response, and other duties that manage the day-to-day operations and which protect lives and property. Responsibilities require extensive knowledge and skill in leadership techniques, fire prevention, fire suppression, emergency medical care, rescue and victim extrication, hazardous materials operations, and general emergency operations, and the ability to work quickly, effectively and calmly under stressful and difficult conditions. The work can be demanding physically, intellectually and emotionally.

***Supervision:***

Appointed by and operates under the general supervision of the Fire Chief but many duties are performed independently and without direct supervision.

Supervises the day to day Department operations and is responsible for the administrative decisions in the absence of the Fire Chief.

***Job Environment:***

Most work is performed under typical office conditions. Some work is performed in the field conducting inspections and performing other fire prevention tasks. Some work is performed under typical emergency conditions, consisting primarily of operations at fires, accidents, medical emergencies, and hazard emergencies. Some work is performed under poor weather conditions and during nighttime. Emergency work may involve considerable personal discomfort and danger, including exposure to fire, toxic substances, and other hazards. Firefighting and rescue tasks often involve extreme physical exertion such as lifting heavy objects or persons while wearing full protective clothing and SCBA. High noise levels often make communication difficult. Work is often performed in darkened conditions.

Makes frequent contacts, requiring persuasiveness and discretion with various town departments, state and local officials, other fire departments, building and business owners, contractors, the media, insurance companies and the general public. Has regular contact with victims of emergencies by providing immediate assistance and helping them cope with the effects of the emergency. Contact is in person, by telephone, E-Mail, and by radio. Develops confidential files in relation to the provision of fire and emergency services.

Errors in judgment, performance of duties, and use of equipment could reduce Department effectiveness, seriously endanger life and property, cause monetary loss, lead to delayed and insufficient response of required resources to emergencies, and result in direct financial and legal repercussions for the Town.

***Essential Functions:***

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Conducts fire safety and occupancy inspections, ensures compliance with fire code regulations, issues permits required by fire codes, evaluates and makes decisions concerning fire safety conditions and

- requirements and delegates the conduction of field inspections amongst department personnel
2. Conducts building and plan review for all occupancy types insuring adequate fire protection systems are installed
  3. Responds to fires, accidents, medical emergencies, hazardous conditions, and other emergencies to provide assistance essential for protection of life and property. Tasks include: Fire suppression using hoses, nozzles, ladders, self-contained breathing apparatus (SCBA) and other specialized equipment; search and rescue of victims trapped by fire; extrication of trapped accident victims; ventilation of fire buildings; emergency medical care; isolation and control of hazardous materials accidents; and related duties as required
  4. Works within the Incident Command Structure
  5. Works directly with the Fire Chief and independently to write grants administered by local, State and Federal agencies
  6. Operates fire and ambulance apparatus and all appurtenant equipment
  7. Operates power, electrical and other firefighting and rescue equipment, including hydraulic and air operated rescue tools, power saws, pressure ventilators, generators, portable pumps, forcible entry tools, and other items
  8. Evaluates hazardous materials incidents to identify potential dangers and determine appropriate action
  9. Provides emergency medical care as a Basic Emergency Medical Technician or higher
  10. Assists in investigation of fires to determine cause and origin
  11. Organizes and conducts fire safety programs in all schools and civic groups
  12. Performs preventive maintenance and testing of apparatus, tools, and equipment
  13. Researches and helps develop Fire Department training programs
  14. Performs administrative duties involving preparation of reports and correspondence, maintenance of files and records, prepares quality assurance reports, and presents statistical data to the Fire Chief and department personnel
  15. Issues blasting permits, conducts site inspections, and investigates blasting complaints
  16. Attends training programs and meetings as required
  17. Related duties as assigned by the Fire Chief

***Recommended Minimum Qualifications:***

***Education and Experience:*** Associates Degree in Fire Science or a related field with more than (10) years related work experience with a minimum of five (5) years in a supervisory or command level or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have successfully completed Fire Officer training and have received a certificate demonstrating course completion.

***Special Requirements:*** Must possess certification in EMT Basic Level issued by the Office of Emergency Medical Services (OEMS), and maintain at least this level of certification as long as employed in the position. Must be a nonsmoker on and off duty at the time of and after appointment and continue to be non-smoker as long as employed in the position. Must possess a valid Massachusetts Class D Motor Vehicle Operator's License and maintain at least this level of license as long as employed in the position. Ability to pass a job-related medical and/or psychological examination before appointment. Appointment to this position requires establishing residency and maintaining a residence for the duration of employment, within a 15-mile radius of the Fire Station located at 61 School Street North within 6 months of appointment. Must submit to and pass a background check prior to hire. Must meet the State of Massachusetts Medical and Physical Fitness standard requirements throughout employment. Shall respond to off-hour emergencies as required. CPR, First Aid certified, Hazard Material Operations; NIMS 700; ICS 100 & 200.

***Knowledge, Abilities and Skill***

Knowledge: Thorough knowledge of modern firefighting tactics and strategies, emergency equipment and use, hazardous material management, emergency medical services, incident command, disaster preparedness, personnel management, budget and finance, effective communications, advanced rescue techniques, codes and

ordinances, fire and arson investigation, computer usage, effective public speaking, and fire prevention principles, practices and equipment. Thorough knowledge of streets, topography, and geography of town. Thorough knowledge of the fire and emergency medical risks and other potential emergency exposures; knowledge of various fire department maps. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, town water systems and hazardous materials. Knowledge of Federal and State laws, emergency medical protocols related to homeland security. Knowledge of computer systems and communications equipment applicable to fire departments.

Abilities: Ability to quickly and prudently exercise command activity in life threatening situations, taking into account a wide variety of factors and concerns. Ability to train, supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with Town officials, fire and police service officials, and the general public; ability to plan, assign, direct and review the work of subordinates and to direct large scale emergency response operations of personnel and equipment making sound judgments under stressful conditions in an impartial manner; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to read and interpret building plans and blueprints and to impartially enforce rules, regulations and statutes. Ability to direct large scale emergency operations often under adverse weather conditions and at any time of day or night. Ability to prepare and manage budgets. Ability to perform effective capital planning. Ability to communicate clearly and concisely orally and in writing and to speak publicly on behalf of the town in crises situations. Ability to present a positive public image and relate well to children, senior citizens and others.

Skill: Proficient oral and written communication skills; common sense operational and employee management skills to determine the most appropriate response to emergency situations; Skill in use of computers and their applications; skill in the operation of all fire equipment and tools. Computer proficiency in Outlook, Word, Excel, PowerPoint. Financial management skills.

### ***Physical and Mental Requirements***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Requirements:** Ability to meet required State of Massachusetts physical standards as specified in the wellness act. Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion will be required to lift fire equipment/apparatus, which may weigh up to 100 pounds. Physical agility required to access all areas of inspection and fire sites. During emergencies may be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire while carrying items of weight. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*