

**GOLDER RANCH FIRE DISTRICT**  
**EMPLOYEE JOB DESCRIPTION**

**Position:** Inspector - Apprentice  
**Reports To:** Deputy Fire Marshal  
**Supervises:** Non-supervisory

FLSA: Non-Exempt  
Status: Full-Time  
Safety Sensitive: Yes

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**Primary Function**

The Fire & Life Safety (FLS) Inspector-Apprentice is an entry-level position participating in an on-the-job training program to learn to independently perform inspection duties. Close supervision is initially received from a Deputy Fire Marshal, who coordinates the employee's career development path through the use of position specific task books. As training and experience progress, the Inspector-Apprentice is expected to exercise increased skill, judgment, and independence in completing assignments. Employees in this classification will, on occasion, be required to work evenings or weekends for special events and may be subject to stand-by and call-out.

The FLS Inspector-Apprentice is expected to progress through a non-competitive, criteria-based promotional process to achieve the Fire Inspector I classification within two (2) years of assignment.

**Principle Duties and Responsibilities**

- Learns to perform fire and life safety inspections through a structured, on-the-job training program.
- Understands, interprets, and applies the Fire Code.
- Conducts business inspections in low- to medium-hazard occupancies.
- Advises property owners, and/or managers, of methods to improve life safety and abate fire hazards.
- Responds to public inquiries to determine conformance with applicable codes and regulations.
- Verifies the functions of emergency access features and equipment such as fire department key boxes, key switches, gates, and strobe functions.
- Assists with testing and maintenance of fire hydrants and other fire protection systems.
- Researches, analyzes, and reports on topics related to prevention programs.
- Delivers safety programs on topics such as fire safety, residential safety, fire extinguisher, sprinkler systems, and smoke detectors.
- Provides backup support for the FLS clerical staff as needed.
- Reviews plans for fire/life safety construction and fire suppression systems for compliance and applicable codes and standards.
- Conducts acceptance test of alarms, sprinklers, extinguishers, and other fire protection systems.
- Performs periodic follow-up inspections of new and existing buildings, structures, and installations requiring fire department clearances.
- Researches code violations, and provides direction and/or technical assistance for correction of identified violations.
- Assists the Community Relations Division in the preparation and presentation of public safety and fire prevention programs to civic, school, and community groups.
- Investigates citizen complaints involving fire and life safety and hazardous conditions.
- Oversees various code related issues as delegated by the Fire Inspector or Deputy Fire Marshal.
- Prepares complete, accurate, and concise written technical reports and correspondence.
- Prepares and maintains records and reports.
- Performs other duties and projects as assigned.

**Knowledge, Skills and Abilities:**

- Ability to establish and maintain effective working relationships with property and business owners, coworkers, and the general public.
- Knowledge of, and ability to, document violations of laws, ordinances, and safety hazards, and communicate with the customer for resolution of the violations.
- Knowledge of, and ability to, inspect fire alarm systems with audible and visual warning signals.
- Ability to distinguish colors to read hazardous materials fire diamonds (704M), and to examine electrical or alarm panel wiring and panel status indicators.
- Ability to plan, organize, and integrate comprehensive fire inspection and code enforcement programs.
- Maintain knowledge of current methods of building construction and structural design concepts.
- Ability to prepare clear and thorough professional oral and/or written reports, correspondence, documents, and presentations.
- Conduct analyses and make accurate recommendations based on study findings.
- Ability to operate a variety of standard office equipment
- Ability to operate camera equipment.
- Computer skills in the various Microsoft Office Suite applications.
- Ability to learn and use specialized department specific software applications.
- Ability to read, interpret, and make recommendations from building plans and drawings.
- Exercise sound, independent judgment within departmental guidelines.
- Learn and apply the geography of the fire district.
- Understand and apply policies and procedures in order to perform the duties and responsibilities of the position.
- Ability to detect fire hazards, unsafe conditions, and practices.
- Ability to learn and use public education methods.
- Ability to prioritize work assignments and manage time efficiently and effectively.
- Maintains “fit for duty” status.

**Minimum Qualifications:**

- 18 years of age or older
  - High School Diploma or GED equivalent
  - Two years of face-to-face customer service work experience
- OR
- Any approved equivalent combination of education and experience
- Must possess and maintain a valid Arizona driver’s license with acceptable driving record.

**Preferred Qualifications:**

- Associate degree from an accredited college or university recognized by the U.S. Department of Education
- Fire Inspection and/or fire service experience
- Home/business inspection, construction, architectural, or engineering experience
- Experience in public speaking and/or teaching

**Licenses and Certificates:**

- Certified Arizona State Fire Inspector 1 (Course Work & Certification)  
*(Must obtain within two (2) years of appointment to the position)*
- ICC Fire Inspector 1 (Exam) or Certified NFPA 1031 Fire Inspector 1 or DOD Fire Inspector 1  
*(Must obtain within two (2) years of appointment to the position)*
- IAAI Fire Arson I or NFA Fire Investigation Course (Equivalent to IAAI Arson I & II)  
*(Must obtain within two (2) years of appointment to the position)*



# GOLDER RANCH FIRE DISTRICT

## Physical Requirements/Working Conditions

### Job Title: Inspector-Apprentice

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing		X		
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

**Physical Requirements/Working Conditions**  
**Job Title: Fire & Life Safety**  
**Inspector – Apprentice**

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes			X	
	Subject to outside environmental conditions – no effective protection from weather			X	
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
	Subject to extreme heat (typically above 100°)			X	
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

**Physical Requirements Checklist**

- SEDENTARY**
  - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
  - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
  - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
  - 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.
- VERY HEAVY**
  - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*

Approved by: \_\_\_\_\_  
Hiring Authority Signature and Date

Employee: \_\_\_\_\_  
Employee Signature and Date