

**Position Title:** Fire Safety Inspector (Part-Time)  
**Department:** Community Development  
**Supervisor:** Asst Twp Manager/Community Development Director and Fire Services Director  
**FLSA Status:** Non – Exempt

### **JOB SUMMARY**

Performs a variety of administrative, technical, and field work related to fire inspections and enforcement of the adopted fire, life safety code and related ordinances for the Township of Salisbury. There is extensive contact with people, including, but not limited to, representatives of the Salisbury Township business community, Township officials and the general public. There may also be periods of time that require short notice or late-night responses to address fire prevention/investigation issues. Flexibility, ability to adjust quickly, and ability to communicate effectively are important attributes for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects existing commercial, industrial, multi-family sites for compliance with fire codes; conducts risk/hazard evaluations; resolves compliance issues with owners within scope of knowledge and authority.
- Recognizes and takes action to correct hazardous conditions which present an immediate danger to life.
- Responds to, and investigates, fire code complaints.
- Interprets and applies the proper fire code elements.
- Participates in the inspection of hydrants, sprinkler systems, or other fire protection systems.
- Conducts voluntary home safety surveys.
- May assist, when requested, the Township Fire Marshall in the determination of origin and cause of fire.
- Provides public education on fire prevention; includes giving talks, demonstrations, and presentations before community groups, schools, and other organizations and institutions.
- Issues warnings and citations for fire code violations under the direction and authority of the Township of Salisbury Police Department.
- Maintains a variety of data and records regarding fire inspection or prevention activities and maintains daily records of inspections and projects, and communicates status with supervisor.
- Participates in specified training programs to increase knowledge of modern fire prevention theories and techniques.
- May respond to emergency fire calls, if an active member of any volunteer fire departments in the Township.
- Performs other duties as assigned.



**SKILLS & QUALIFICATIONS**

- High School graduation or GED equivalent
- No criminal history of misdemeanors, felony arrests and convictions.
- Minimum of three years of experience in fire service
- Knowledge of modern fire prevention principles, procedures, techniques and equipment; knowledge of building, electrical, mechanical and fire codes; considerable knowledge of inspection techniques
- Skilled in the operation of work-related tools and equipment including, but not limited to, automobile, cell phone, computer, pilot gauge, hydrant wrench, measuring wheel, quad gas meter, extinguishers, complete turn out gear, uniform
- Skilled in the extensive use of computers
- Ability to effectively apply standard fire prevention techniques; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public
- Self-motivated, able to work independently and demonstrate effective time management skills
- Fire Inspector I Pro-Board Certified and ability to obtain PA Labor & Industry certification upon employment
- Fire Fighter 1 Pro-Board Certified
- Vehicle Rescue Technician training
- Certified in First Aid, CPR and the use of an automated external defibrillator (AED)
- Valid Pennsylvania Driver's License
- Fire Investigator (preferred)

**SPECIAL REQUIREMENTS**

The Part Time Fire Inspector, once hired, will be classified as a sworn Salisbury Township employee, non-civil service, deputized with arrest powers to issue summary citations in order to allow the enforcement of the Township ordinances.

**WORK POSTURE REQUIREMENTS**

1)	Bending	25-50%
2)	Crouching	25-50%
3)	Reaching	25-50%
4)	Standing	50-75%
5)	Walking	50-75%
6)	Sitting	5-25%
7)	Lifting	5-25% <i>*(Average weight to be lifted 25 lbs.)</i>

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.

While performing the duties of this job, the employee may be required to stand; sit; walk; hear; taste and smell; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. When

functioning as an investigator the employee may be required to carry and/or move more equipment at the scene of a fire.

**VISION REQUIREMENTS** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is frequently performed on site at various commercial, industrial, multi-family and other public occupancies within Township boundaries. Some work is performed in an office setting and frequent driving of a vehicle is required. Occasionally the employee is required to work in outside weather conditions during the inspection of various developments and construction sites or the investigation of fire scenes. The employee occasionally works near hazardous environments at fire scene investigations. The noise level in the work environment is usually moderate.

**EMOTIONAL DEMANDS**

- |    |                             |            |
|----|-----------------------------|------------|
| 1) | Contact with General Public | Frequently |
| 2) | Customer Contact            | Frequently |
| 3) | Working Alone               | Rarely     |

**WORK SCHEDULE**

The work schedule shall be between 20 – 25 hours per week worked as required by the Police Chief and/or Fire Marshall. Must report to Police Chief and/or Fire Marshall and obtain his/her approval for any schedule changes at least 24 hours in advance.

The position requires the individual to be present on a consistent basis. Per each calendar year, the position shall have a limit of **ten (10)** days of absences. All absences shall be reported prior to the start of the scheduled work day. Requests for extended leave in excess of the 10-day limit shall be submitted to the Police Chief and/or Fire Marshall in writing for approval and shall be subject to the Family Medical Leave Act or Township leave policies, if applicable.

**BENEFITS ELIGIBILITY**

This Part Time position is not eligible for any employee benefits.

**WAGES**

Starting pay rate for this non-salaried Part Time position shall be payable in the amount of **\$17.00** per hour worked. Holidays and days the Municipal Offices are closed shall be unpaid. Days the individual reports off or is absent shall be unpaid.

*NOTE: The requirements included in this job description are representative of those an employee encounters while performing the essential functions of this job. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*