

## FIRE PREVENTION INSPECTOR

### DESCRIPTION OF WORK

Work in this class involves the inspection of physical plant facilities for fire hazards. Employee inspects buildings to identify potential fire hazards and makes recommendations for proper containerization and storage of inflammable materials. A cooperative work relationship is maintained with Fire and Safety Inspectors from the State Insurance Department, the local fire department, and the campus fire and safety officer. Work includes maintenance of the fire extinguisher inventory, including the maintenance and replacement of damaged or depleted extinguishers. Work also involves the verification of work performed by elevator, trash removal, and pest control contractors and recommendations for increased or decreased utilization of these contractors. Work orders are received on a weekly basis and duties are performed under general supervision. Work is evaluated through review of reports and discussions with the supervisor.

### EXAMPLES OF DUTIES PERFORMED

Inspects attics, equipment rooms, and storage spaces for improper storage of materials and hazardous conditions.

Makes recommendations for corrections of hazardous conditions.

Maintains in efficient operating condition all fire extinguishers; charges or replaces all depleted extinguishers.

Makes sure all emergency lighting, emergency generators and related fire fighting equipment is maintained in an efficient operating condition.

Verifies that work required by elevator, trash removal and pest control contractors is performed according to contract terms.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of fire prevention regulations and building codes as they relate to state-owned buildings.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with building tenants and representatives, and outside contractors.

Skill in the repair and maintenance of fire extinguishers.

#### Minimum Education and Experience

Graduation from high school and one year experience in fire prevention work; or an equivalent combination of education and experience.

PREPARED BY  
OFFICE OF STATE PERSONNEL

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