



FIRE INSPECTOR (Full-Time)

Upper Merion Township, located in King of Prussia, PA is looking for an energetic and highly motivated **Fire Inspector** who will report directly to the Deputy Fire Marshal. The **Fire Inspector** is a civilian employee position involving inspection and code enforcement matters that requires tact and judgment. Responsible for inspecting buildings to ensure that they are in compliance with fire and life safety applicable codes and standards. Detect possible fire hazards, issue warnings, and enforcement actions if buildings are not in compliance. In addition, this work involves the protection of life and property through the application of current fire inspection techniques.

The **Fire Inspector** will be responsible for (including, but not limited to):

Essential Job Functions:

- Communicates regularly, by telephone, letter or in person, with building owners, managers, and tenants.
- Inspect buildings to locate hazardous conditions and fire code violations such as but not limited to accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits, and maintains active files on all inspections.
- Inspect and test fire protection and/or fire detection systems to verify that such systems are installed in accordance with appropriate codes, ordinances, regulations, and standards.
- Identify corrective actions necessary to bring properties into compliance with applicable fire codes, regulations, and standards, and explain these measures to property owners or their representatives.
- Conduct fire code compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found.
- Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.
- Responds to requests for service concerning complaints of violations of fire prevention, life safety, and property maintenance codes.
- Assist the Deputy Fire Marshals with compiling vital building information and document information for inclusion in Montgomery County's CAD database and the Township's CAD database.
- Assist the Deputy Fire Marshals with the upkeep of the Township's hydrant map, hydrant book, and fire pre-plan books.
- Presents fire safety education programs to civic associations, schools, daycare centers and businesses.
- Utilizes a computer to develop and maintain fire pre-plans for sites throughout the Township.
- Attend training classes in order to maintain current knowledge of fire prevention, safety, and firefighting procedures.
- Conduct fire exit drills to monitor and evaluate evacuation procedures.
- Performs related duties as required.

Job Standards (Minimum qualifications needed to perform essential functions):

- Determine the type of construction.
- Recognize types of fire protection systems, their components, and applicability, including both plans and installations.

- Calculate the occupant load.
- Recognize potential fire hazards and violations of fire-related codes and standards.
- Deal tactfully and impartially with residents, business owners, managers, and tenants.
- Communicate effectively, both orally and written.
- Drives Township vehicles to existing business sites and other sites to perform fire and life safety inspections.
- Sit, stand, walk for prolonged periods, crawl, twist, crouch, kneel, climb stairs and ladders; reach all levels; left and carry, push and pull up to 51 lbs.; handle vehicle controls and tools.
- Withstand exposure to weather, unprotected heights, uneven or slippery surfaces, and dusty conditions frequently, and to high noise levels and temperature extremes (up to 100 degrees F; down to 0 degrees F) occasionally.

Education Requirements:

- High School diploma, GED with ten (10) years of active firefighting experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of Township Codes, standards and ordinances related to fire prevention and control.
- Extensive knowledge of fire codes and hazards, and should have some experience with applying this knowledge to residential, commercial, and industrial construction and renovation.
- Extensive knowledge of fire behavior.
- Extensive knowledge of the theory and design of fixed and portable fire detection and suppression systems.
- Familiarity and knowledge of fire safety principles, such as evacuation routes, occupancy limits, and emergency exits, along with the ability to enforce these principles.
- Thorough knowledge and understanding, including theory and application, of current trends in fire, building, and life safety standards.
- Skill in the use of basic Microsoft applications to include spreadsheet programs.
- Skill in the utilization of standard safety equipment.
- Skill in interpreting the applicable construction codes, ordinances, regulations, and standards. The skill of attention to detail.
- Ability to examine many building elements and ensure that they adhere to applicable codes and standards.
- Ability to meet with the public and effectively explain and interpret the Township's codes, standards, and ordinances, including the intent thereof.
- Ability to establish and maintain effective working relationships with developers, builders, property owners and Township Officials in situations that may involve stress.
- Ability to communicate effectively in both oral and written form.
- Ability to issue enforcement notices and citations, and tactfully provide direction to individuals and organizations to take corrective actions.

Certificates, Licenses And Registrations Required:

- Possess and maintain a valid Pennsylvania driver's license (appropriate class with endorsements) preferred.
- Possess and maintain Pro Board or International Code Council (ICC) Fire Inspector I certification.
- Possess Hazardous Materials Operations Level certification.
- Possess CPR and First Aid

Background Clearance:

- NCIC
- License review
- Domestic Review
- FBI Fingerprints

Medical Clearance:

- Approved for duty by a physician that the Township will select at the Township's expense.

Physical and Mental Qualifications:

- Successful completion of the MMPI testing at the Township's expense
- Normal sight (corrected or uncorrected);
- Normal audio/hearing (corrected or uncorrected);
- Must be able to walk over uneven ground, and be able to lift, carry and pull materials of varying types and weights;
- Must be able to speak clearly and audibly into a radio microphone in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
- Report clearly, legibly, verbally and professionally;
- Mentally, must be able to understand, interpret and apply principles of suppression and emergency procedure in a variety of situations;
- Must be able to comprehend, remember and apply concepts involved; and

Examples of Physical Requirements of the Position:

- Withstand exposure to weather, unprotected heights, uneven or slippery surfaces, and dusty conditions frequently, and to high noise levels, temperature extremes (up to 100 degrees F.; down to 0 degrees F) and hazardous materials occasionally.
- Work in confined space.
- Stand and walk for prolonged periods, climb, bend, crouch, kneel, lift, climb ladders, handle vehicle controls, tools, carry, push, and pull up to 150 lbs., and reach all levels.
- Communicate effectively.

Starting Pay Rate: \$44,000.00 to \$47,000.00 annually depending on experience

How to Apply:

For immediate consideration, applicants should submit:

- A completed **job application** by visiting: <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> ;
- A **cover letter**; and
- A **resume** via email to: hr@umtownship.org.

Equal Opportunity Employer