



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FIRE & LIFE SAFETY INSPECTOR II	33	C	11.510
FIRE & LIFE SAFETY INSPECTOR I	31	C	11.506

SERIES CONCEPT

Fire & Life Safety Inspectors survey and inspect public buildings, commercial and private industries and offices, and determine compliance with fire, life safety and hazardous materials codes and regulations, fire prevention laws, and State and federal safety standards. Incumbents issue permits to facilities involved in hazardous materials use, storage, and manufacturing; and provide safety information, training and technical assistance.

Assist fire departments by providing fire and life safety information including technical information for emergency and fire suppression methods when hazardous materials are present; and assist fire departments in determining their ability and capacity to respond in hazardous materials incidents.

Respond to emergencies such as fire and/or explosion when hazardous materials are present to assist fire department and/or law enforcement personnel at the site and may serve as an expert witness in court regarding hazardous materials incidents.

Participate in local emergency planning committees to provide hazardous materials expertise and answer questions; identify hazardous materials stored and used in the community, explain proper storage and removal techniques, and present a risk analysis of hazmat incidents, preventive measures, and safe emergency procedures.

Assist businesses in completing applications for hazardous material permitting; review applications and determine eligibility; conduct inspections where hazardous materials are used, stored or manufactured; determine compliance with fire prevention laws, codes and regulations; notify owner/operator of violations, dates for re-inspection and enforcement activities; provide critical safety information regarding hazardous material use, storage and chemical compatibility.

Investigate complaints of code violations; apply general codes and regulations to specific situations; interpret code or regulation intent; evaluate alternate means of compliance; identify and document violations; assess degree of hazard and urgency of correction; issue notices of violation and required corrective action and follow up to ensure compliance.

Write comprehensive reports on findings and recommend appropriate sanctions; issue administrative citations and/or revoke permits when appropriate, and refer criminal cases to law enforcement for prosecution.

Review and assess hazardous materials incident reports; recommend measures to prevent further occurrences or advise alternative procedures for specific situations when appropriate; audit hazardous materials inspection reports currently completed by agreement through local fire departments.

Maintain a statewide hazardous materials database for multi-jurisdictional use, monitor and review database reports for critical high hazard chemicals, and plan necessary inspections; provide technical expertise to law enforcement agencies and personnel as needed regarding commercial trucking/transporting of hazardous materials.

Perform related duties as assigned.

CLASS CONCEPTS

Fire & Life Safety Inspector II: Under general direction, incumbents perform the full range of fire, life safety and hazardous materials inspection duties described in the series concept at the journey level.

Fire & Life Safety Inspector I: Under close supervision, incumbents receive on-the-job and classroom training and perform duties in a training capacity. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening test for controlled substances.
- * A pre-employment criminal history check and fingerprinting is required.
- * Frequent and statewide travel is required.
- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

Additional Special Requirements for Fire & Life Safety Inspector II positions:

- * Certification as a Hazardous Materials Technician is required at time of appointment and as a condition of continuing employment.
- * Certification as a Nevada State Fire Inspector I or as a Fire Inspector I with the International Code Council is required at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Incumbents must obtain the following certifications within the first year of employment and maintain the certifications as a condition of continuing employment: 1) Hazardous Materials Awareness; 2) Hazardous Materials Operations; and 3) Hazardous Waste Operations & Emergency Response.
- * Incumbents must successfully complete the National Fire Academy course, Chemistry of Hazardous Materials (R234) or an equivalent chemical hazardous materials course within the first year of employment as a condition of continuing employment.

Additional Informational Note for Fire & Life Safety Inspector I positions:

- * Incumbents must obtain certification as a Nevada State Fire Inspector I within the first year of employment and maintain the certification as a condition of continuing employment.

FIRE & LIFE SAFETY INSPECTOR II

EDUCATION AND EXPERIENCE: Associate of Arts degree in fire science, chemistry, environmental science or a degree in a related field such as biology or a physical science, which included a minimum of 9 credits in hazardous waste, chemistry, environmental science or toxicology related courses, and one year of experience performing hazardous materials inspections, hazardous materials site remediation, or hazardous materials consultation for industrial operations and certification as a Hazardous Materials Technician; **OR** one year of experience as a Fire & Life Safety Inspector I in Nevada State service and certification as a Hazardous Materials Technician; **OR** an equivalent combination of education and experience which includes certification as a Hazardous Materials Technician. (See Special Requirements and Informational Notes)

MINIMUM QUALIFICATIONS (cont'd)

FIRE & LIFE SAFETY INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: safety measures required when hazardous materials are present; classification of hazardous materials and their physical and chemical properties. **Working knowledge of:** Uniform Building Codes; National Fire Protection Association Codes and Standards; OSHA HAZMAT standards, U.S. Environmental Protection Agency standards. **Ability to:** assess degree of hazard and urgency of correction to recommend best plan of action; interpret and apply codes and regulations and evaluate alternate means of compliance; assist officers during investigation when hazardous materials are involved; *all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: identify areas of restriction and safe work zones during hazmat emergency; testify in court as an expert technical witness when investigation involves hazardous materials; gather, transport, store and preserve hazmat evidence maintaining chain of command.

FIRE & LIFE SAFETY INSPECTOR I

EDUCATION AND EXPERIENCE: Associate of Arts degree in fire science, chemistry, environmental science or related field such as biology, engineering or a physical science, which included a minimum of 9 credits in hazardous waste, chemistry, environmental science or toxicology related courses and one year of experience involving public contact and the application of policies to specific situations; **OR** three years of experience in an industrial or mining operation, construction trade, or fire/environmental protection field, one year of which included consultation and assistance with hazardous materials cleanup, site remediation, storage and transport issues or hazardous materials recognition, safety and enforcement; **OR** certification as a Nevada State Fire Inspector I; **OR** an equivalent combination of training and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: fire science; basic fire suppression operations; classifications of hazardous materials and their physical and chemical properties; chemical reactions and dangers of hazardous materials when mixed with other elements or when fire is present; National Fire Protection Association Codes and Standards; Uniform Building Code; International Code Council; OSHA hazardous materials standards. **Ability to:** take appropriate safety measures in the presence of hazardous materials and processes; identify and document hazards, code violations, and safety procedures during inspections; apply general codes to specific situations and determine compliance; communicate technical information orally and in writing; research complex technical matters; analyze information and identify key patterns, problems and objectives; make public presentations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: technical math (through trigonometry); methods of inspection for safety of hazardous materials use, storage, and manufacture. **Ability to:** read blueprints, diagrams and schematics; identify and carry out appropriate levels of enforcement action; provide technical assistance to fire departments in pre-planning preparation for fires involving specific hazardous materials sites.

FIRE & LIFE SAFETY INSPECTOR II

33

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11.510

FIRE & LIFE SAFETY INSPECTOR I

31

C

11.506

Page 4 of 4

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.510</u>	<u>11.506</u>
ESTABLISHED:	7/1/05P 3/25/05PC	10/25/85
REVISED:		8/6/87-3
REVISED:		4/20/89-12
REVISED:		11/15/91PC
REVISED:		7/1/97P
		9/19/96PC
REVISED:		3/29/01UC
REVISED:		7/1/05P
		3/25/05PC
REVISED:	2/27/07UC	2/27/07UC