

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Fire Safety Inspector

Class Code: 7731

Pay Grade: 209

GENERAL CLASS DESCRIPTION:

Under general supervision performs skilled and semi-skilled duties required for inspection, installation, maintenance, repair and servicing of fire equipment along with reviewing proposed construction plans for conformance with fire safety equipment codes and inspection of facilities to determine additional needs for fire equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Reviews plans and specifications on construction projects and contracts and recommends changes where needed to meet applicable fire safety equipment codes.
2. Inspects facilities to determine fire extinguisher type for hazards present as related to Iowa Building code, NFPA, Uniform Fire code, Uniform Building code and applicable EPA regulations (underground fuel tanks). Inspects, maintains, and replaces fire hoses, CO₂, foam, dry chemical, ABC, soda-acid, and water pressure type extinguishers for leaks, dents, corrosion, weights, rusts, damaged gauges, cut and broken hoses.
3. Conducts cylinder testing on dry chemical, water and CO₂ fire extinguishers under Federal DOT certification.
4. Maintains software based bar scanner program to track inventory and test records for fire prevention equipment on campus.
5. Determines fire safety equipment necessary to cope with anticipated fire hazards for specific and general locations.
6. Meet with departmental deans, faculty, staff and students when safety hazards are present. Provide technical assistance to correct violations.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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7. Trains and supervises students and temporary help.
8. Provides fire safety training to faculty, staff and students on fire equipment, fire alarm systems and university fire safety policies and procedures.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of NFPA standards, Iowa Building Code, Uniform Fire Code, and the Uniform Building Code.
2. Knowledge of various fire extinguishers, suppression systems, and sprinkler systems.
3. Knowledge of principles, methods and techniques used in fire prevention.
4. Knowledge of underground fuel tank regulations and standards.
5. Ability to understand and follow oral and written instructions.
6. Ability and skill to operate safely and maintain equipment and hand/power tools.
7. Ability to read and interpret plans and specifications.
8. Ability to communicate effectively, orally and in writing, with other departmental personnel, students, staff, vendors and suppliers, and the general public.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduation or equivalent G.E.D.
2. Two years of post high school training in the basic skills of fire prevention or any combination of training and experience in fire prevention work from which comparable knowledge and ability is acquired, or
3. Possession of NFPA certification as a Fire Inspector I.

REVISION EFFECTIVE: January 1, 2002