

**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, testing, maintenance, and servicing of fire safety 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 and life safety codes.
2. Inspects facilities to determine fire extinguisher type for hazards present as related to NFPA, International Fire Code, ICC, IBC and applicable EPA regulations (underground fuel tanks).
3. Inspects, maintains, and replaces fire hoses, CO₂, foam, dry chemical, ABC, and water pressure type extinguishers for leaks, dents, corrosion, weights, rusts, damaged gauges, cut and broken hoses.
4. Conducts cylinder testing on dry chemical, water and CO₂ fire extinguishers under Federal DOT certification.
5. Maintains database CMMS with scanner device to track inventory and test records for fire prevention equipment on campus.
6. Determines fire safety equipment necessary to cope with anticipated fire hazards for specific and general locations.
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.
9. Provides emergency response as needed.
10. Inspection of buildings and areas to locate hazardous conditions and code 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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11. Other assigned duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of NFPA standards, ICC, International Fire Code, and the International 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. Ability to understand and follow oral and written instructions.
5. Ability and skill to operate safely and maintain equipment and hand/power tools.
6. Ability to read and interpret plans and specifications.
7. 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, ICC, or State of Iowa certification as a Fire Inspector I.

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REVISION EFFECTIVE: September 1, 2021