

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: FIRE INSPECTOR

SOG 018

PURPOSE: To establish basic guidelines pertaining to the Fire Prevention / Life Safety Program and its delivery for the Egg Harbor Fire Department.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

APPOINTMENT:

Appointed by the Fire Chief of Department.

REPORTS TO:

Fire Chief

QUALIFICATIONS:

- A. Graduation from High School or G.E.D.
- B. Ability to speak, read, write & understand the English language.

DUTIES & RESPONSIBILITIES:

- A. Inspection of public buildings for fire and life safety code compliance.
- B. Assist with the inspection of municipal fire alarm & protection systems.
- C. Perform fire drills at local schools and residential facilities.
- D. Maintain occupancy & inspections database & records.
- E. All other duties as assigned by the Chief Officers.

SKILLS:

- A. Working knowledge of laws, ordinances & regulations related to fire protection systems, life and fire safety.
- B. Thorough knowledge of Department Handbook.
- C. Strong written & oral communication skills.
- D. Strong organizational and record keeping skills.
- E. Ability to supervise and train subordinate personnel.
- F. Ability to understand and follow oral and written instructions.
- G. Ability to establish and maintain effective working relationships with staff and the general public.
- H. Ability to learn to perform various tasks utilizing a computer.

ANNUAL TRAINING REQUIREMENTS:

Attend annual training sponsored by the Wisconsin Department of Safety and Professional Service

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