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