

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Fire Safety Inspection

**SERIES NO.:**  
2652

**MAJOR AGENCIES:**  
Commerce Only

**EFFECTIVE DATE:**  
01/09/2005

**SERIES PURPOSE:**

The purpose of the fire safety inspection occupation is to ensure enforcement of Ohio revised code, Ohio fire code, Ohio basic building code referenced standards & related laws rules & guidelines through inspection of designated buildings.

At the lowest level, incumbents inspect designated buildings to determine fire safety & compliance.

At the middle level, incumbents supervise fire safety inspectors.

At the highest level, incumbents act as bureau chief & supervise fire safety inspection supervisors, plan review engineers & support staff.

This class series is designed exclusively for the Department Of Commerce. Other agencies engaged in internal inspections of their buildings should refer to Safety & Health Inspection Series, 2443.

Note: this classification series is reserved for use by Ohio Department Of Commerce only.

**CLASS TITLE**

Fire Safety Inspector

**CLASS NUMBER**

26521

**PAY RANGE**

30

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of Ohio fire & basic building codes & related standards in order to conduct inspections of designated buildings to determine fire safety & compliance, train new fire safety inspectors & prepare & deliver educational presentations at Ohio Fire Training Academy.

**CLASS TITLE**

Fire Safety Inspector Supervisor

**CLASS NUMBER**

26525

**PAY RANGE**

12

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of Ohio fire safety & basic building codes & related standards in order to supervise fire safety inspectors statewide & coordinate statewide inspection activities.

**CLASS TITLE**

Inspection Bureau Chief

**CLASS NUMBER**

26529

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires extensive knowledge of Ohio fire & basic building codes & related standards in order to plan, direct & coordinate all activities of inspection bureau & supervise fire safety inspection supervisors & other administrative support personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Safety Inspector	26521	07	01/09/2005	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Conducts fire/life safety inspections of designated buildings (e.g., schools, hospitals, group homes, day care centers, nursing homes, hotels & motels, bulk fuel oil plants, race tracks, fireworks facilities) to ensure compliance with Ohio revised code, Ohio fire code, Ohio basic building code, referenced standards & related rules (e.g., witnesses tests of sprinkler systems, automatic & manual fire alarm systems, fire pumps, hood suppression systems, emergency generators & emergency lighting; determines presence of proper fire separation walls, doors & dampers in accordance with Ohio fire code & mechanical code; reviews evacuation plans & procedures in case of fire or natural disaster), issues notice of violations & citations for noted violations & conducts follow-up inspections to ensure corrections have been made in accordance with Sections 3737.41 & 3737.42 of Ohio revised code.

Assists local fire personnel & inspectors with local problems; explains or provides information concerning Ohio fire code to local fire personnel; attends meetings & in-service training sessions; prepares & maintains reports & records; testifies in court.

Trains new fire safety inspectors in inspection techniques; prepares & delivers educational presentations on various fire safety & prevention subjects at Ohio Fire Training Academy.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Ohio revised code, Ohio fire code & Ohio basic building code referenced standards & related rules; public relations. Ability to recognize code violations & take necessary corrective action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with building owners & occupants & other government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate evidencing satisfactory completion of fire safety inspector training program issued by state superintendent of public instruction, per Section 3303.07 of revised code of revised code; 12 mos. exp. in conducting fire safety inspections for compliance with Ohio revised code, Ohio fire code, Ohio basic building code, referenced standards & other state agency rules; valid driver's license.

-Or completion of associate degree program core coursework in fire science; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours & occasionally night & weekends; may be required to walk on elevated, narrow walkways & inspect in confined quarters.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Safety Inspector Supervisor	26525	EX	01/09/2005	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises fire safety inspectors statewide, establishes objectives, directs special inspection assignments, coordinates work flow & operates motor vehicle to travel statewide to assist fire safety inspectors & coordinates inspection & re-inspection responsibilities under supervision of code enforcement bureau chiefs.

Conducts research of Ohio revised code, Ohio fire code, Ohio administrative code & applicable codes or standards to ascertain code violations; reviews formal orders for accuracy & proper application of codes & standards; ensures formal orders are issued in violated cases & testifies at formal order hearings resulting from code violations; coordinates follow up of time sensitive code enforcement actions.

Represents code enforcement bureau at conferences & seminars; acts as liaison between bureau & state & local agencies; prepares & presents seminars on Ohio revised code to local fire officials, hotel or motel operators or other sectors of industry or commerce; instructs students at fire academy.

Researches Ohio revised code; maintains weekly logs/reports of activities, telephone & facsimile calls, vehicle mileage, maintenance & expenses; answers correspondence; attends conferences/seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; Ohio revised code, Ohio fire code, Ohio basic building code, national fire code, related standards & other regulations; public relations. Skill in operation of fire test equipment; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & maintain meaningful, concise & accurate records & reports; gather, collate & classify information concerning data, people or things; establish friendly atmosphere as supervisor & handle routine & sensitive inquiries from & contacts with building owners, occupants & government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Fire Safety Inspector, 26521; valid driver's license.

-Or certificate evidencing satisfactory completion of fire safety inspector training program issued under Section 3737.43 of Ohio revised code; 24 mos. exp. in conducting fire safety inspections for compliance with Ohio revised code, Ohio fire code, Ohio basic building code, standards & other rules; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours; occasionally works nights & weekends; may be required to walk on elevated, narrow walkways & inspect in confined quarters; exposed to hard hat areas of construction sites.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Inspection Bureau Chief	26529	EX	01/09/2005	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs & coordinates all activities of inspection bureau, supervises fire safety inspector supervisors & plan review engineers & administrative support staff, develops & implements programs, policies & procedures for bureau & conducts staff conferences to communicate policies & procedures.

Provides technical assistance & advice to agency officials concerning programs, policies & procedures in order to improve operations.

Represents department & State Fire Marshal in meetings with administrative & elected officials & representatives of fire fighting associations; addresses civic groups & other organizations statewide.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management\*; supervisory principles/techniques\*; Ohio revised code, Ohio fire code & Ohio basic building code, related standards & other rules; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; develop &/or edit administrative policies, procedures & programs; prepare & maintain meaningful, concise & accurate records & reports; gather, collate & classify information concerning data, people or things; establish friendly atmosphere as bureau chief & handle routine & sensitive inquiries from & contact with fire fighting personnel & other government officials.

(\*)Developed after employment

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate evidencing satisfactory completion of fire safety inspector training program issued under Section 3737.43 of Ohio revised code; 12 mos. exp. in conducting fire safety inspections for compliance with Ohio revised code, Ohio fire code & Ohio basic building code, referenced standards & other rules; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license; shall be competent former or current member of fire agency & have 5 yrs. of recent, progressively more responsible experience in fire inspection & fire code management.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours; may occasionally work nights & weekends; may be required to walk on elevated, narrow walkways & inspect in confined quarters.