

TOWNSHIP FIRE DEPARTMENT CHAPTER 1: ADMINISTRATIVE OPERATIONS	
Part 3: Job Descriptions Subject: Fire Inspector Page 1 of 2 Effective Date: 04-01-02	Section: 1-3-8 Revised Date: 11-25-19

- 8.01 Purpose. Define duties of the Fire Inspector.
- 8.02 Goal. To describe the line position of Fire Inspector.
- 8.03 Radio designation shall be Township _04, depending which station they are from.
- 8.04 The following duties and responsibilities are to be carried out under the administration of the Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
 - A) The Fire Inspector is responsible for the inspections of the various business establishments and public buildings within the respective townships to determine compliance with fire codes and ordinances. Any violations shall be noted and corrections recommended.
 - B) Continuous violations shall be reported to the Division Chief of Inspections and Investigations for further action.
 - C) The Fire Inspector shall work with the public when necessary, to assure safe installation of equipment in their homes and businesses.
 - D) Any member of TFD performing fire inspection duties shall dress according to the Uniform Dress found in Section 1-2-5 of the SOG Manual.
 - E) Any member of TFD performing fire inspection duties shall perform his/her duties in a professional manner, as he/she is the Township Fire Department's representative to the community and shall identify his/her self as a member of TFD.
 - F) The Fire Inspector shall provide to the Eau Claire School District, private and public organizations, fire prevention talks and demonstrations, when requested.

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- G) The Fire Inspector may be called upon by the Chief, or Division Chief of Inspections and Investigations, to assist as necessary.
- H) The Fire Inspector shall work with the Eau Claire County Fire Chiefs' Association under the direction of the Division Chief of Inspections and Investigations, during National Fire Prevention Week.
- I) The Fire Inspector shall work with the Division Chief of Inspections and Investigations in preparing a budget for the program for the upcoming year.
- J) The Fire Inspector shall see that all necessary reports are completed and filed within the departments' database.
- K) The Fire Inspector shall work with the Division Chief of Inspections and Investigations and the District State Fire Protection Coordinator in gaining compliance with the States 2% dues program.
- L) The Fire Inspector shall attend County Code seminars and State Fire Inspector Code Conventions, when possible, to maintain knowledge of State and National Codes.
- M) In the event the Fire Inspector needs help performing fire inspections an additional fire inspector(s) shall be added as needed. A written request shall be submitted to the Fire Chief for approval.
- N) Radio designations of the fire inspector(s) shall be 104, 204, 304,404, or 504 depending which station they are from.
- O) The Fire Inspector(s) shall report to the Division Chief of Inspections and Investigations.
- P) The Fire Inspector(s) shall carry out the duties assigned by the Division Chief of Inspections and Investigations.
- Q) When conducting fire inspections the Fire Inspector shall use the brush truck from the respective township that they are conducting inspections in, for transportation.