JOB DESCRIPTION

Fire Inspector / Trainer

**Definition of Class**
Incumbent to this position is responsible for creating a fire-safe environment; protecting the lives, buildings, and equipment at The University of Mississippi. The incumbent performs life and fire safety inspections on all University facilities. Incumbent is responsible for preparing and distributing inspection reports, conducting fire drills and safety classes, and facilitating training sessions for all volunteer firemen.

**Examples of Work Performed:**
Conducts fire and safety inspections of University buildings and grounds; ensures the maintenance and working conditions of fire alarms, fire extinguishers, and water sources.

Installs fire extinguishers.

Inspects University facilities to determine compliance with the Occupational Safety and Health Act of 1970.

Coordinates fire drills, evaluates procedures and provides safety instruction to University faculty, staff, and students.

Provides building access to emergency personnel. Serves as a reference source concerning building layout and construction.

Responds to physical accidents and prepares related reports.

Assists fire investigators in determining cause of fire.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs fire and safety inspections on University buildings and grounds; prepares and distributes inspection reports.

2. Provides safety training to University employees and students.

3. Assists in fire determination and arson investigations involving University owned property.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may
be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is regularly required to sit; climb or balance; and taste or smell.

**Experience/Educational Requirements:**

**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Three (3) years of experience related to the above described duties.

AND

**Certification:**
National Certification as an instructor, level 1041-I & II.
National firefighter certification, levels 1001-I, 1001-II.
National Certification as a Fire Inspector 1031-I within the first two years of employment and 24 hours of continuing education annually.

AND

**Licensure:**
Must have a valid driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.