



Estacada Fire District

POSITION DESCRIPTION

Title: Fire Inspector – Part Time

Exempt/Non-Exempt: Non-Exempt

Reports to: Fire Marshal

Effective date: 12/16/2024

Revised: 12/1/2025

☐ New position ☐ Position change ☒ Updated

General Position Summary:

Under the direction of the Fire Marshal an employee in this class is to promote community safety by inspection, public education and fire investigation. The Fire Inspector is responsible for conducting fire and life safety inspections, fire investigations, and delivering public education and information regarding fire and life safety practices and procedures. May be called upon to provide support during and/or after emergency situations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with fire district career and volunteer staff, City personnel, other fire departments, Federal and State agencies, insurance companies, area schools, civic and community organizations. A strong emphasis is placed on building positive relationships with local businesses, homeowners, contractors, engineers, professional builders, and the public. The principal duties of this class are performed at all public, commercial, and multi-family dwelling properties, various City properties and/or construction sites where fire safety systems may be installed and tested, with exposure to hazardous processes, chemicals, and gasses, with possible travel to other jurisdictions as assigned.

Supervision Received

The Fire Inspector reports and is responsible to the Fire Marshal.

Essential Functions/Major Assignments:

- Conducts thorough risk assessments for residential and commercial properties.
- Educates groups and individuals on safety and risk reduction.
- Perform commercial, residential and other building inspections to account for safety relating to both wildfire and structural fire hazards regarding, exiting, utility of fire protection equipment, and compliance with laws, codes and regulations.
- Review inspections with occupants and owners to determine any remediation and perform follow-up commercial, residential and other building inspections to confirm that issues have been corrected.
- Document and file timely reports.
- Issue on-site burning permits and conduct home wildfire hazard assessments with residents and businesses.
- Work with local city and county building and planning officials on various projects, special permits, licenses, and new construction applications.



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- Conduct fire investigations (fire cause determination) as part of a team member or may be assigned the lead investigator by the Fire Marshal and prepare associated fire reports.
- May be required to testify in court and/or Grand Jury when called upon and work with local law enforcement and District Attorneys.
- May be required to assist at emergency scenes, including being called back to assist with large scale incidents within the district.
- Assist internal and external customers by handling incoming calls and walk-in citizens/employees with fire prevention questions.
- Attend classes, conferences and other training to maintain certification and qualifications.
- Works with organizations to develop fire safety programs to include fire drills, evacuations and employee training will be typical activities of this position.
- Conduct fire prevention education programs at schools, day care centers, health care facilities, youth and senior groups, neighborhood groups and other venues which will involve public speaking and presentation skills. Evening or weekend events may be required.
- Work with volunteers and career staff and provide support as needed.
- May be required to attend or teach evening or weekend drills.

NOTE: The intent of this listing of 'typical' essential functions is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be assigned during normal operations.

Knowledge:

- Principles and practices of fire sciences.
- Fire District policies and procedures.
- Fire Prevention and related building codes, city ordinances, laws and nationally recognized standards, principles, and practices; principals, practices, techniques and procedures of fire prevention, and computer operations.
- Effective public presentation techniques.
- Inspection techniques.
- Arson laws, laws of arrest, search and seizure, rules of evidence and court procedures.
- Scientific Investigation methods to determine fire cause and origin, research, statistical and analytical study methods.
- Elementary physics, chemistry, and mechanics.
- Construction design standards, fire control and extinguishing systems.
- Principles, practices, and methods of handling transporting and storing hazardous materials.
- Methods, materials, and equipment used in fire suppression.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects in the field of specialty.



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Skills:

- Critical thinking, detail-orientation, and time management.
- Using networks, computers, and specific programs First Due, Accela, CAD, Microsoft 365, Word, Office, and Excel spreadsheets
- Convey information verbally and written effectively and efficiently; possess competent verbal, nonverbal and written communication skills.

Abilities:

- Inspect businesses, buildings, and facilities to assure compliance with fire codes, laws, and ordinances.
- Public speaking to provide instruction to civic groups, school children and others regarding fire inspection and prevention.
- Prepare displays, teaching materials and make oral presentations.
- Identify fire hazards and causes.
- Communicate effectively, both orally and in writing, to include staff reports.
- Maintain records and prepare reports.
- Recognize and identify potential fire and hazards in special processes or facilities including industrial and residential buildings and other occupancies.
- Interpret, effectively apply, and ensure compliance with all relevant codes, ordinances, and laws related to fire protection work, while also learning and implementing city and department policies, directives, regulations, and local laws governing fire department operations. This includes understanding city geography, waterway systems, and potential hazards to maintain effective fire protection and safety standards.
- Ability to use a computer system to complete reports, to send or receive electronic communications, and to retrieve or enter data.
- Read and interpret blueprints and other construction plans submitted for evaluation.
- Respond to fire-related incidents to investigate the cause and origin as assigned.
- Ability to successfully pass a FIT test for SCBA use.
- Ability to successfully pass NFPA physical.
- Ability to pass annual physical ability test.

Education, Experience, and Certification/Licensure:

- Valid Oregon Driver's license
- High school diploma or GED
- International Code Council (ICC) Inspector I & II or ability to obtain within 6 months
- Certified NFPA Fire Investigator (CFI FIT) or ability to obtain within 12 months

Desired/Preferred

- Oregon State Fire Marshal Competency Recognition- Company Inspector, Oregon Fire Inspector 1, Oregon Fire Inspector 2, Oregon Fire Marshal.
- International Code Council (ICC) Fire Code Plans Examiner
- Current International Code Council (ICC) / State Building certifications.
- Ability to meet NFPA 1033 competencies for Fire Investigator
- Juvenile Fire setter Prevention Specialist



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- NFPA Fire Instructor I certification

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District. Successful completion of required coursework for certification may be considered.

Special Requirements

- Must pass the Fire District's background check including drugscreen.
- Must be bondable and insurable through the Fire District's insurance agent.

Job Conditions/Work Environment/Physical Demands:

- Regular work hours are that of a part-time schedule with flexibility; occasional evening and weekend meetings and training sessions will be required; occasional after hours and weekends required for incident response and fire prevention inspections and events.
- Work is generally performed in an office environment and requires an ability to multitask while being positive and responsive to frequent and varied issues from members, staff, and the public. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed.
- Travel is primarily local during the business day.
- Work activities include office and administrative work, attendance at meetings, and presenting information to groups.
- The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift or move up to seventy-five (75) pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.