

Fire Inspector (2128)  
Task List

**I. CONDUCTS INSPECTIONS:**

1. Performs maintenance and service inspection of fire protection equipment and systems such as automatic fire sprinkler systems, special extinguishing systems, fire alarms, elevators, emergency lighting, emergency radio system, fire pumps, generators at mandated intervals in order to ensure that they meet the specifications and requirements of all applicable codes.
2. Performs on-site inspections of buildings undergoing new construction or alteration in order to ensure that the contractor has adhered to approved plans; witness acceptance tests for fire protection equipment and systems; ensure compliance with codes regulating fire warning systems, fire resistant construction, exit lighting, and emergency lighting; and to grant final Fire Department acceptance of the construction regarding fire and life safety requirements prior to issuance of a permanent or temporary certificate of occupancy.
3. Performs pre- and post-licensing inspections in conjunction with other government agencies in order to grant approval prior to openings for businesses, private residential boarding homes, day care facilities, and institutions.
4. Performs detailed and comprehensive on-site state-mandated calendar year inspections of high-rise buildings (over 75 feet) in order to ensure compliance with Titles 19 and 24 of the California Code of Regulations addressing issues such as means of egress; fire protection equipment and systems; building construction, equipment, and systems; portable fire extinguishers; interior finishes and decorations; storage, handling, and use of hazardous materials; occupant load, building evacuation drills, and operation of heliports.
5. Performs detailed and comprehensive on-site fire and life safety inspections of public assemblages of over 99 people; institutions such as sanitariums, adult residential care facilities, group homes for children, private residential homes, rehabilitation facilities, facilities for the elderly, acute care facilities, detention facilities, and outpatient clinics; public and private schools, universities, colleges, day care centers, and churches (when combined with schools); large commercial and industrial facilities (which may include airport and harbor complexes), paying particular attention to industrial processes and machinery, and the storage and processing of hazardous materials.
6. Performs night inspections of public assemblage occupancies such as stadiums, concerts, nightclubs, demonstrations, ballrooms, theaters, schools, universities, and church facilities when occupied at night in order to identify and correct any condition which creates fire or life safety hazards, including overcrowding, blocked exits, or lack of emergency lighting.

7. Assists in pre-event planning by reviewing and approving plans; issuing permits, and conducting on-site inspections prior to special events such as award presentations, benefit concerts, exhibits, carnivals, fairs, firework displays, rocket-launch sites and filming of motion pictures.
8. Inspects motion picture and television production facilities in order to ensure that means of egress; fire protection equipment and systems; building construction, equipment and systems; portable fire extinguishers; interior finishes and decorations; storage, handling, and use of hazardous materials; and occupant load conform to the requirements of all applicable codes.
9. Performs detailed and comprehensive on-site inspections through reviewing site plans, in all businesses that handle, process, or store hazardous materials in order to ensure compliance with all applicable federal, state, and local laws and codes.
10. Performs detailed on-site inspections of buildings in order to ensure that fire protection systems and portable fire extinguishers are operable, means of egress are maintained, necessary permits (e.g., fire permits) have been issued, and to enforce fire and life safety requirements.
11. Performs field inspections of oil wells in order to ensure compliance with fire and life safety provisions of all applicable codes, laws, and ordinances.
12. Verifies state permits and performs on-site inspections of the installation, alteration, and removal of all underground tanks in order to ensure that installations conform to approved plans; witness pressure testing, and regulate remediation of the environment in accordance with all applicable laws.
13. Inspects parcels of improved and unimproved land in order to determine compliance with brush clearance and hazardous refuse laws, codes, properties (i.e., Federal, State, City) and ordinances in Very High Fire Hazard Severity Zones.
14. Monitors brush clearance contract performance by checking the site in order to ensure that completed or partially completed work conforms to the requirements of the contract and all applicable laws, codes, and ordinances.
15. Inspects buildings following major emergencies (fires, explosions, earthquakes, etc.) in order to analyze the nature, cause, and point of origin of fires; assess damages; evaluate operation of fire protection systems and equipment; collect loss prevention data; and write narratives reporting findings.

## **ENFORCEMENT**

16. Directs the immediate closure of occupancies where there is a serious violation of fire/life safety standards such as overcrowded conditions; illegal storage, handling or use of hazardous materials; illegal occupancy use of vacant properties; or illegal use of materials, appliances, devices, or systems by citing the appropriate Fire Code section; notifying management that they may no longer operate.
17. Identifies whether fire drills in institutions, schools, and/or churches (as defined in tasks 5 and 6) are being conducted in accordance with state law by reviewing records

and, when necessary, initiating and witnessing fire drills.

## **CONDUCTS RESEARCH**

18. Collects physical evidence and supporting documentation such as issued notices, photographs, sketches, drawings, witnesses, and reports from other agencies in order to prepare a legal package for the Legal Unit of the LAFD that documents issues such as noncompliance with fire and life safety standards and with state hazardous materials laws; justification for permanent revocation of fire permits; or situations where initial enforcement action has failed to gain compliance.
19. Uses a personal computer and software program for the Bureau's internal tracking system in order to enter information on daily activities such as activity type, building number, amount of time spent on each, and hazards found into the workload program.
20. Uses a tracking system in order to research, schedule tasks and appointments virtually or in-person (e.g., inspections, project meetings, etc.) and enter ownership information, and generate non-compliance notices to business.
21. Performs comprehensive annual reviews and updates of hazardous material disclosure documents and, when required by state law, business plans in order to ensure compliance with all applicable federal, state, and local law.
22. Reads and interprets requirements, standards, and directives as they apply to the daily operations of the Fire Prevention Bureau and as a liaison between Emergency Services Bureau in order to ensure they are in accordance with changing laws, conditions, or technology.

## **COMMUNICATING VERBALLY AND IN WRITING**

23. Writes and issues fire and life safety violations and deficiencies; sets time limits for compliance; and conducts reinspections in order to gain and verify compliance with National, state, and local fire and life safety laws, codes, and regulations.
24. Exchanges written and verbal information with other agencies and individuals, both public and private, freely or upon request in order to interpret provisions of applicable codes to identify fire and life safety hazards of mutual concern; to retrieve any and all information as required by the California Public Records Act; determine and schedule steps to be taken to gain compliance; and jointly develop cases when legal action is necessary.
25. Provides and prepares information of the involved occupancy of major incidents to incident commanders such as date of last inspection, violations found, hazardous materials, inventory/data, pending litigation, and legal owner for the Emergency Services Bureau and Fire Prevention Bureau.
26. Testifies as an expert witness in court cases and hearings related to fire and life safety issues.
27. Initiates collection of payment for brush clearance work by preparing and forwarding

the necessary paperwork to property owners.

28. Initiates and requests revisions to the Los Angeles City Fire Code when changing conditions or technology dictate that it be updated.

### **DRIVING AND TRAINING**

29. Conducts formal and informal fire prevention training for the public and other Fire Department personnel.
30. Operates a motor vehicle safely and legally in the course of daily activities and performs car maintenance such as washing the car, fueling the car, checking the oil, and checking the air in the tires.

### **MANAGES PERSONNEL AND DEPARTMENT RESOURCES**

31. Schedules workload on a daily, weekly, monthly, and annual basis by reviewing computer printouts (“overviews”) of occupancies broken down by inspectors’ district and evaluating relative priorities for inspection based on factors such as last inspection date, immediacy of need or risk, complaints received, and geographic location in order to ensure that the required amount of work is completed in an efficient and timely manner.
32. Maintains accurate records of daily activities by filling out forms or making notes in the field and adding the information to permanent files maintained in the office.
33. Uses computer to access personal and/or server computer databases containing information on type; location; inspection history or occupancies; or hazardous materials data in order to provide information requested by other employees, or the public.
34. Maintains all aspects of emergency planning and evacuation for high-rise buildings, such as approval of evacuation plans as part of State requirements.

### **MISCELLANEOUS**

35. Estimates contractor work hours needed to bring parcels of improved and unimproved land into compliance with brush clearance and hazardous refuse laws, codes, and ordinances.
36. Awards contracts for brush clearance by reviewing bids submitted by contractors, conducting hearings, selecting the contractor who will bring the property into compliance at the least expense, and providing quality control for the contractor’s work.
37. Reviews and approves the plans, construction, and use of tank trucks (capacity of less than 120 gallons) used for on-site refueling of vehicles operated in conjunction with special events such as filming of motion pictures, circus vehicles, or construction vehicles.
38. Reviews construction or alteration plans approved by other government agencies or

other Fire Department entities in order to make recommendations for the installation of additional fire protection systems and equipment such as standpipe systems, automatic fire sprinkler systems, heating/ventilating/air conditioning systems, portable fire extinguisher locations, and building construction as it relates to fire and life safety.

39. Reviews plans pertaining to fire and life safety systems and equipment, building construction, and temporary changes of occupancy in order to approve or deny permits.
40. Evaluates potential effects of proposed new and amended legislation (federal, state, and local) relating to fire prevention and life safety issues in order to prepare a narrative position statement.
41. Evaluates whether new products or systems such as flame retardant materials, candle holding devices, and portable cooking carts are acceptable for use in the City of Los Angeles prior to issuance of General Approval by locating records of prior approvals granted by other agencies; performing or witnessing product safety tests; or by reviewing and approving tests conducted by recognized independent testing labs in order to prepare a written recommendation for the Fire Marshall.
42. Maintains the LAFD Research Library by requesting new materials, ensuring that outdated materials are removed, and monitoring use and organization of the materials, which include codes, regulations, state and federal laws, periodicals, technical reports, industry reviews, and other pertinent fire and life safety references and videotapes.
43. Performs first responder Emergency Medical Services (EMS) and Firefighting skills during high response times.