

# CIMARRON HILLS FIRE PROTECTION DISTRICT

## POSITION DESCRIPTION



**POSITION TITLE:** Fire Inspector  
**POSITION STATUS:** Full-time Paid; “At-Will”  
**FLSA CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Division Chief of Fire and Life Safety (Fire Marshal)

**POSITION DESCRIPTION EFFECTIVE DATE:** April 1, 2026

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This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Fire Inspector position. Traditionally works a 40-hour workweek. Overtime and scheduling flexibility may occur.

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

### **SUMMARY OF POSITION:**

The Cimarron Hills Fire Inspector works within the Division of Fire and Life Safety. The Fire Inspector conducts inspections of existing facilities to ensure and maintain compliance with fire and life safety codes and regulations within the district. The Fire Inspector assists the Fire Marshal with acceptance of inspections of new construction and fire and life safety systems. The Fire Inspector may participate in community risk reduction presentations.

### **REPORTING RELATIONSHIP:**

The Fire Inspector works under the direct supervision and guidance of the Division Chief of Fire and Life Safety (Fire Marshal). The Fire Inspector has no regular supervisory duties.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Inspects and re-inspects special systems, existing commercial, industrial, and other buildings for fire hazards, efficiency of fire protection equipment, adequacy of exits and fire escapes, and general compliance with applicable Fire Codes and nationally recognized standards.
2. Assists with plan reviews and permit inspections as needed, especially in high hazard or life safety occurrences.
3. Completes all existing construction inspections as required due to hazard and occupancy.
4. Reviews inspection, testing, and maintenance (ITM) reports submitted by contractors and vendors, while prioritizing deficiencies and coordinating timely corrective actions.
5. Development of pre-fire planning related to buildings and systems as identified by hazard and complexity.
6. Performs timely follow-up to seek voluntary compliance with fire and life safety codes and regulations, and resolves complaints related to code/regulation compliance.

7. Issues appropriate warnings and orders to comply in accordance with district policy and procedure when efforts to gain voluntary code/regulation compliance are not successful.
8. Directs and manage timely responses to internal and external customer inquiries and complaints.
9. Provides fire and life safety and code/regulation compliance education to building owners, property managers, and the public.
10. Attends regular training sessions to learn, refresh and practice fire prevention, inspection, and code enforcement skills. Maintain knowledge of current codes, regulations, and nationally recognized standards.
11. Consistently and correctly follows the district's rules, policies, and procedures.
12. Ensures complete, accurate, and timely preparation and maintenance of district records and reports, to include entry within department records management system within department parameters.
13. Consistently promotes a professional image of the district.
14. Makes and ensures the proper use of safety equipment at all times, to include seatbelts, whenever a vehicle or apparatus is in motion. Stands accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times. Drives vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques. Positions vehicles correctly for incident scenes.
15. Observes all State laws, Department policies, Department procedures and rules, and provides for the safety of others.
16. Functions in a higher capacity as the acting Fire Marshal when assigned.
17. Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Extensive knowledge of fire code as certified by an accredited certification authority such as the Colorado Division of Fire Prevention and Control, International Code Council (ICC) or National Institute for Certification in Engineering Technologies (NICET) agencies.
2. Ability to interpret building plans, specifications, and fire protection system designs.
3. Ability to perform above average skills in computer-based applications such as Microsoft Word, Excel, Power Point, and Outlook.
4. Willing to make timely, fact-based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluates results for effectiveness.
5. Possesses and demonstrates an extensive knowledge of the district's rules, policies and procedures, including, but not limited to, the rules, policies and procedures contained in the District's Employee Handbook and the Standard Operating Procedures.
6. Possesses knowledge of current Incident Command and Management Systems.
7. Demonstrates a commitment to keep abreast of current developments in the fire and emergency medical services, code enforcement, inspections, public safety education, and fire investigations.
8. Ability to use mechanical skills to perform basic maintenance and repairs on district stations and associated equipment.
9. Continually contributes to a motivational atmosphere for all department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief.

10. Maintains composure and a professional attitude under all, especially stressful conditions. Demonstrates mature, professional and appropriate conduct at all times and in all places, employing ethics, integrity, honesty and cooperative teamwork. Demonstrates a superior level of professionalism in all actions.
11. Demonstrates ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.
12. Demonstrates ability to recognize and accept constructive criticism, as well as apply it to actions. Utilizes training, direction, delegation, and accountability to improve team skills. Provides assistance to teammates in resolving conflicts. Encourages positive individual initiative to achieve organizational goals.
13. Demonstrates ability and initiative for continual self-development.
14. Demonstrates consistent ability to work as needed to achieve results and/or meet targets within established time frames. Recognizes the need for prioritization and working the needed hours to achieve goals.
15. Demonstrates sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
16. Demonstrates effective listening and speaking skills. Produces clearly organized and easily comprehended written communications. Maintains an open and frequent line of communication with superiors and crew members, always speaking and representing the best aspects of the organization.
17. Demonstrates ability to put personal motives aside to act and speak for the overall good of the department, representing all ranks, positions, and team members.
18. Proficient in setting goals, completing delegated tasks effectively with minimal supervision, and contributing with new ideas.
19. Schedules work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
20. Demonstrates ability to meet performance and quality control standards. Ability to deliver results and set control parameters in terms of time, dollars, and budgets.
21. Ability to adapt to necessary changes in operations. Willingness to try new ideas with a positive and productive attitude.

## **QUALIFICATIONS:**

### **Experience:**

1. Previous fire service experience preferred but not required.
2. Previous experience conducting plans reviews, fire and life safety inspections, code enforcement, fire investigations, and fire and life safety education preferred.
3. Must be at least eighteen (18) years of age.

### **Education:**

1. Must possess a High School diploma or G.E.D.; an Associate Degree from an accredited college or university is preferred.

### **Certificate or licenses:**

Must obtain and maintain throughout employment all District, State, and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, a valid Colorado driver's license
2. Accredited Fire Inspector I certification
3. Accredited Hazardous Materials Awareness certification
4. NIMS 100, 200, 700, and 800

Within one year, must successfully obtain the following:

1. Accredited Public Fire and Life Safety Educator I certification
2. Accredited Fire Inspector II certification

Preferred:

1. CPSE Fire Marshal designee
2. Accredited Plan Examiner I certification
3. Accredited Fire Inspector III certification

## **PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:**

### **Physical Requirements**

1. Strength and Mobility – Mobility to move to and from various points within the district facilities and within the outdoor environment. Must possess the ability to lift items up to fifty (50) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning district facilities and emergent scenes from distances both near and far.

### **Environmental and Other Requirements**

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dust.
7. Work may result in exposure to individuals of blood-carrying infectious diseases, airborne, viral, or other illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental, and emotional stress.

**RELATIONSHIPS:**

1. Community Members and Visitors – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Multiple daily interactions by telephone, electronic communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Subordinates – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail). Provide motivation, training, and encouragement. Provide honest, unbiased, and immediate feedback aimed at improving performance, correcting behavior, and bettering the individual, crew, team, and organization. Distribute information, enforce policies, and provide opportunities for self-development.
6. Other contacts as assigned, required, or needed.

**ACKNOWLEDGEMENT:**

I acknowledge receipt of this position description and agree to perform within the parameters established.

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Signature

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Date

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(Print Full Name)