



**POSITION VACANCY NOTICE**  
**CITY OF KETCHIKAN**

**SPECIFICS**

May 18, 2026

**TITLE: FIRE INSPECTOR**

<b>DEPARTMENT:</b>	Fire Department		
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM
<b>GRADE /STEP:</b>	656H / A	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$32.07	<b>UNION STATUS:</b>	Yes - IAFF

**SPECIAL REQUIREMENTS:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in building construction, architecture, engineering , or a related field. Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of a Fire Inspector certificate issued by the ICC within 1 year of hire.

**ADVERTISING REQUIREMENTS**

**POSITION IS OPEN UNTIL FILLED**

**PUBLICATIONS:** City of Ketchikan Website; Job Service

**APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:**  
**HUMAN RECOURCES (907) 228-5631 OR ON-LINE AT**  
<https://www.ketchikan.gov/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **FIRE INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under the direction of the Fire Marshal, perform code enforcement for the fire and life safety requirements of the fire and building codes which includes general inspection, complaint, license inspections, and review through proper and accurate documentation. Perform field inspection, building, life safety and fire inspection, review existing building and new building construction plans, investigate fire origin and cause, and conduct public education, and administrative duties as necessary.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs field fire inspections of commercial and industrial buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; annually inspects business occupancies for compliance with applicable fire codes, ordinances, and regulations and to ensure fire safety.
2. Performs specialized inspections as necessary to determine code compliance; makes final inspection prior to issue of certificate of occupancy.
3. Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; assists in the permit process; explains and interprets applicable codes, local ordinances, regulations, requirements, and restrictions.
4. Investigates violations and complaints and conducts enforcement actions.
5. Completes a variety of reports related to fire inspection and enters into the computer inspection program; maintains good written records of inspections and enforcement actions; updates files as necessary.
6. Assists the Fire Marshal in the plans review and building code update process.
7. Acts as the Fire Marshal in their absence.
8. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.

Methods and materials used in the construction of buildings and related structures.  
The International Fire Code.  
Permit processing procedures.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.

Methods and techniques of public relations.  
Pertinent federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building construction.

**Ability to:**

Perform fire inspections including residential, commercial, and industrial inspections.  
Perform sewer and site development inspections.  
Understand, interpret, explain, and enforce provisions of applicable fire, safety, and ordinance requirements to contractors, developers, and the general public.  
Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.  
Operate a vehicle in a safe and effective manner.  
Respond to requests and inquiries from the general public.  
Operate office equipment including computers and supporting software applications.  
Prepare clear and concise reports and documentation.  
Maintain complete and accurate records.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in building construction, architecture, engineering, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.  
Possession of a Fire Inspector certificate issued by the ICC within 1 year of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with travel to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Frequent contact with contractors, architects, engineers, utilities, citizens, property owners and regular contact with state, federal and other city agencies during the construction process.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate

equipment and vehicle; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 656

Union: Yes

FLSA: Non-Exempt

Date Approved: May 2, 2024

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Human Resources Manager Approval

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City Manager Approval



