

## **Pine Mountain Lake Association Job Description**

**Job Title:** Fire Safety Inspector  
**Job Code:** 50  
**Employee Name:**  
**Department:** Administration  
**Location:** Administration  
**Reports To:** Fire Safety Coordinator  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 5/24/2019 sm

### **SUMMARY**

Communicates with the members in a courteous, professional manner. Performs general office duties and inspects PMLA lots for compliance of CC&R's and other governing documents of the Association.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Implements fire safety inspections in accordance with Fire Safety Guidelines and Public Resources Code Section 4291 to determine proper defensible space.
- Inspect PMLA lots for fire safety compliance.
- Performs general office duties including placing courtesy calls to members, returning phone calls, scanning, and emailing, filing and preparing fire inspection forms for mailing.
- Communicate expectations regarding fire safety, defensible space and fire prevention.
- Must be able to work both indoors and outdoors in various weather conditions and possibly hiking steep and uneven terrain.
- Regular, punctual attendance is required.
- Other duties may be assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND EXPERIENCE**

A high school diploma or general education degree (GED).

Experience with public relations, forestry, fire prevention, fire suppression and control, natural resource management, or other related work desired.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, divide and estimate lengths using units of inches, feet, and diameter.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment and tools

Ability to provide accurate information and guidance to members regarding their defensible space inspection and fire safety

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Employee is required to walk steep terrains and slopes and acclimate to fluctuating weather conditions.

While performing the duties of this job, the employee is regularly required to communicate, comprehend, interpret, and provide a solution. The employee frequently is required to stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles and possible allergens, which derive from natural vegetation. The employee is occasionally exposed to wet and/or humid conditions and hot summer temperatures.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.