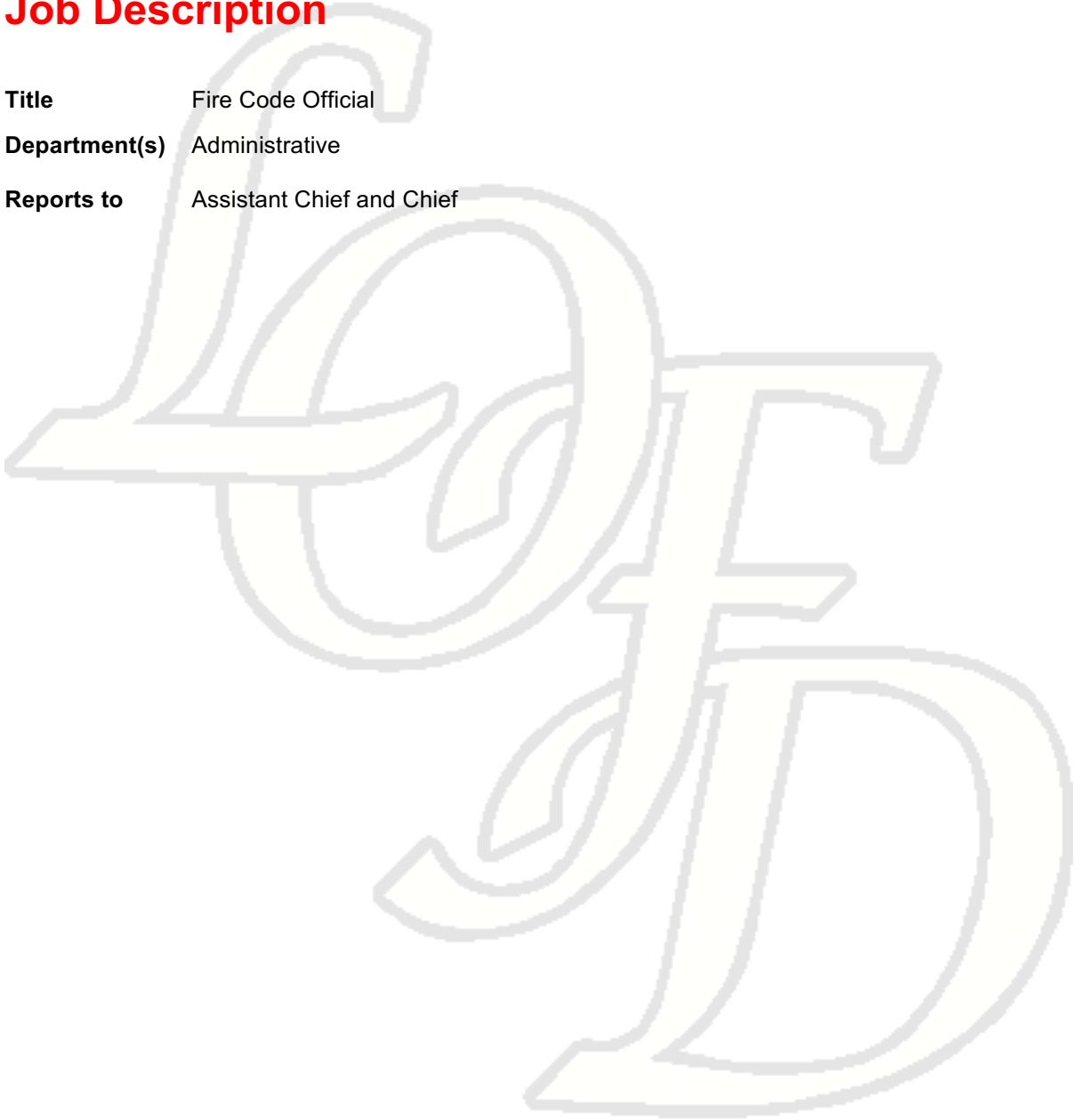




## **Division Chief of Code Enforcement Job Description**

**Title** Fire Code Official  
**Department(s)** Administrative  
**Reports to** Assistant Chief and Chief



*Since 1952*



**Job summary:**

Under the supervision of the Chief and Assistant Chief, the Fire Code Official will perform plan review for new commercial or residential buildings or modified buildings. The Fire Code Official will also be responsible for issuing permits for New or Existing Residential and Commercial Building projects. In this position communication with the City of Lake Ozark and Village of Four Season will be important as the Fire District has agreements with each entity. The Fire Code Official will conduct inspections on behalf of the City of Lake Ozark when requested.

**General Statements of Duties:**

1. High interface with the public and must have the ability to balance enforcement issues while maintaining a positive interface between the Fire District and the Public.
2. Multi-disciplinary position with staff and task requirements in the Fire District.
3. Plan review for new and existing commercial and residential buildings, this is to ensure the structures meet fire and building safety codes.
4. Present and explain fire code requirements and fire prevention information to architects, contractor, attorneys, engineers, developers, fire service personnel, and the general public.
5. Perform inspections in new and existing residential and commercial structures after permit has been issued.
6. Identify corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives.
7. Inspect and test fire protection and/or fire detection systems to verify that such systems are working
8. Conduct fire exit drills to monitor and evaluate evacuation procedures.
9. Attend training classes in order to maintain certification and current code knowledge of fire prevention, and safety.
10. Communicates with Fire District administration on new commercial facilities being constructed or renovated in the Fire District.
11. Assist in developing and reviewing fire exit plan.
12. Performs annual Fire Safety Inspections.
13. Issues Dock Permits and performs electrical safety inspections on docks with in the Fire District.



This position is eligible for overtime, but any overtime must be pre-approved unless it is involving an emergency incident.

**Certifications Required:**

1. International Code Council Residential Inspector and Commercial Inspector Certifications.
2. State of Missouri Fire Inspector
3. Current Missouri Valid Driver's License

**Abilities required**

- **Physical:** Work in hazardous, superheated conditions in full gear; and lift and carry equipment and victims of various weights. This position is a non-suppression function of the Lake Ozark Fire Protection District.
- **Mental:** Ability to remain competent during stressful and emergency situations; assist in the extrication of dead, severely injured and/ or maimed persons; mental ability to enter hazardous areas and perform dangerous tasks; and communicate effectively both orally and in writing.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

HR use only	
Job code	Administrative
Generic title	Fire Code Official
Pay grade	Salary
Management? (Yes/No)	Yes
E/NE status	Exempt
Last revised	02/06/2017