



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: Fire Captain-Inspector**

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Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: August, 2006

SUPERVISOR: Fire Marshal

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**SUMMARY**

The incumbent is responsible for various fire prevention and life safety activities, primarily with inspection of facilities and special events to provide identification, application and enforcement of fire and life safety codes. This position is responsible to perform job duties in an accurate manner in order to protect the life and safety of the citizens of the City of Springdale.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Conduct a variety of fire and life safety inspections to identify discrepancies.
2. Ensure fire and life safety issues are met within the city.
3. Answer questions to public and fire department personnel regarding Arkansas Fire Code.
4. Investigate fires in an accurate and efficient manner.
5. Perform other related duties as required or assigned.

**Budget Responsibility:**

**\$ N/A Annual dollars**

**Facilities and Equipment Responsibility:**

**\$ 40,000 Total value**

**EDUCATION AND EXPERIENCE**

Associate's degree (A.A.) from two year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of two years of management experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License, Firefighter I & II, Officer I & II, Instructor I, Inspector I, Fire Investigations Certification, EMT.

## **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

## **EXTERNAL COMMUNICATIONS**

Regular contacts with developers, contractors, business owners, vendors and citizens.

## **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, standard office equipment, fire investigation and suppression equipment, two way radio.

## **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

## **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 and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.