

## POSITION DESCRIPTION SUMMARY

**PD Tracking** 14833  
**Series, Title and Grade** 0081 Fire Protection Inspector GS-07  
**Organization** Veterans Affairs

### Introduction Statement

The incumbent functions as a Fire Protection Inspector at a VA Medical Center and all corresponding outpatient clinics.

### Major Duties

Performs fire prevention inspection of a wide variety of operations, requiring special adaptation of standard fire prevention practices and procedures to meet local requirements. Maintains a thorough working knowledge of fire prevention techniques, manuals, and regulations and Local, State, and Federal fire prevention ordinances and building codes. Inspects buildings, petroleum storage and issue areas, laboratories/research activities, vehicle and repair shops, paint storage, hazardous materials storage, ammunition storage, warehouses and other facilities in areas of high and low fire expectancy in an effort to eliminate fire hazards. Maintains close working relationship with operating officials to enhance efforts to resolve difficult or controversial fire prevention problems. All areas are subject to inspections on an unscheduled basis due to changes of mission work and expected change of hazards involved. Continuously inspects hazardous waste storage to insure chemicals are compatible and fire safe. Coordinates deficiencies/recommendations with facility industrial hygienists. Conducts specialized fire prevention lectures and demonstrations for staff on an ongoing basis. Uses tact and firmness in dealing with all levels of management in gaining acceptance of sound fire prevention practices. Typical inspections include electrical systems and equipment, storage of a variety of flammable materials in warehouses and labs, proper servicing of vehicles, proper exits and exit requirements, general housekeeping, and etc.

Conducts visual and operational inspections of automatic and manual fire protection alarm systems and equipment, i.e., pneumatic tubing for prescribed pressure, testing clog cell batteries for proper voltage, inspecting panel components for loose wires and excessive heat. Inspects and reports deficiencies in a variety of fixed fire protection systems, many of which are complex and/or designed for specific operations and hazardous conditions. Examples include Heat Rise Detection Systems, Interlock systems, Halon Cascade systems, deluge systems, etc.

Incumbent performs minor preventive maintenance on fire protection alarm systems and equipment, i.e., cleaning cabinets, parts, adjustments of various conflict, tightening of electrical, water and pressure connections, terminals and screws. Replaces defective parts such as vents, diaphragms, light bulbs, batteries, fuses, detector heads, glasses, bells and breaking station hammers. Reports systems requiring Major Maintenance to Facilities Management Work control section for preparation of work orders.

Works with other Facilities Management Employees in making final acceptance inspections of fire protection alarm systems and equipment installation by contractors. Inspects for compliance with technical specification developed by the Facilities Engineers by reading schematics and tracing circuit, operational tests, etc. Reviews proposed plans for new construction and alteration to existing structures. Recommends changes

and/or additions to ensure compliance with fire prevention and protection requirements in accordance with Army regulations, and National fire codes. Continuously studying/correcting fire prevention problem with Facility safety Engineers in all aspects outlined in AR 420-90 and NFPA Building codes.

Upon completion of inspection, incumbent initiates fire hazards inspection report of deficiencies to include recommendations for corrective action. Routes reports to activity/organization concerned through the installation Fire Marshal for appropriate action. Sets suspense date, then makes follow-up inspection to assure correction of hazards.

Works with supervisors and other fire protection personnel in preparing pre-fire fighting plan for firefighting purposes. Plans consist of building structure, location of water values, utilities and similar information which could expedite the firefighting operations. Notifies local fire crews of any change in facility configuration discovered during inspections.

Conducts group and on-the-job training of hospital personnel. Training consists of short lectures, demonstrations, and verbal or written instructions in the proper use of firefighting equipment, evacuation and other procedures to be followed in case of fire or other types of emergencies hazardous to personnel and property. Assists in the training of personnel in related fire prevention procedures.

## **Factor Levels**

### **Factor 1, Knowledge Required by the Position**

The work requires knowledge of the established principles, concepts, and methods of fire protection program work, and skill in applying this knowledge in performing a variety of duties involving the management, coordination, monitoring, oversight, or evaluation of routine programs, projects, or activities. These are activities for which (1) the regulatory framework is well established and defined and (2) there are standard/conventional procedures and techniques (reviewing documents, analyzing evidence, writing supporting documents) that apply to most situations encountered and that can be carried out with minor modification or adaptation.

The work requires knowledge and understanding of recognized reference standards, regulatory requirements, and pertinent statutes sufficient to assure compliance and provide routine technical assistance to operating personnel and managers.

The work requires knowledge of the policies, organization, operations, work practices, and environmental parameters of regulated industries, agricultural or commercial establishments, Federal agencies, States, or other entities sufficient to obtain information, evaluate compliance, and recommend necessary changes, control measures, best management practices, etc.

Work assignments involve a thorough knowledge of hazardous material handling and related activities.

Skill in emergency communication techniques, and the operation of communication equipment to accurately obtain the relay information from dispatchers and health care providers.

### **Factor 2, Supervisory Controls**

Receives general supervision and assignments from Chief, Safety Section who outlines duties and responsibilities, issues general instructions as required, and reviews work for general adequacy. Incumbent is expected to exercise own knowledge and judgment in recognizing fire hazards and in accomplishing duties in assigned areas. Supervisor reviews reports,

recommendations, and occasionally spot checks area for which incumbent has responsibility, and assists in solving issues of a controversial nature with operating officials.

### Factor 3, Guidelines

Guidelines are available, but are not always applicable to the specific situation. The incumbent must adapt accepted fire protection techniques for application to potential hazards in highly specialized and technical operations and be especially alert to new or unusual types of combustibles or other hazardous materials and recognize conditions of high fire expectancy and severity. When these are noted, the incumbent must research technical manuals, fire codes, or trade reference books to gain additional information and ascertain the fire characteristics.

### Factor 4, Complexity

The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. The work typically involves such assignments as extensive investigative responsibilities assignments that vary frequently in the nature of cases handled, and assignments requiring the application of a wide variety of techniques to resolve. The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from personal. Decisions made vary according to the nature of perceived threat or hazards. The chosen course of action may be selected from several alternatives depending on the nature of hazards present. Determinations include measures to reduce or eliminate the potential for fire or explosion.

### Factor 5, Scope and Effect

The purpose of the work is to plan and carry out a variety of routine project or program activities to ensure compliance with laws and regulations or to improve the administration of fire protection programs. The work involves identifying, analyzing, and making recommendations to resolve conventional fire safety or compliance problems and situations that are covered by established precedents and procedures. Assignments may include portions of broader activities or complete projects of limited scope.

The work affects the operation of Fire protection programs at the James A Haley VAMC, its' outpatient clinics, and contracted sites; the adequacy of such activities as compliance reviews, and/or enforcement actions through the elimination of actual or potential fire safety hazards, the well-being of persons in surrounding work areas or communities.

### Factor 6, Personal Contacts

Personal contacts are with individuals or groups from inside and outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact). Contacts include those with persons in their capacities as contractors; or representatives of professional organizations, state and/or local fire department/officials.

### Factor 7, Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. Contacts may include circumstances such as: coordinating the installation of new or revised access controls or fire monitors and alarms, implementing procedures, coordinating alarm response procedures with security and subject-matter personnel, making presentations about local fire prevention programs, and similar activities that require explanation to and acceptance by employees and visitors at the installation.

### Factor 8, Physical Demands

Fire Protection Inspector duties require prolonged periods of walking, standing, and bending, stooping, and climbing.

### Factor 9. Work Environment

Fire Protection Inspector duties require incumbent to work in a wide variety of buildings and areas which may be dirty, dusty, and greasy. Incumbent is subject to temperature extremes. There is a possibility of exposure to toxic chemicals and explosions. Incumbent is required

to wear special prescribed protective clothing on occasion in performance of duties.