

By: Jed Morison

An Ordinance to establish the position of Fire Inspector/OSHA Coordinator for the City of Bexley, Ohio; to establish a salary; to establish job responsibilities and qualifications; and to delete the position of Fire Inspector.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:**

Section 1. That the position of Fire Inspector/OSHA Coordinator is established to conduct the day to day operations of the City of Bexley's Fire Inspection, Safety and Risk Management Programs.

Section 2. That the position shall have a salary of \$14.60 per hour for the year 2000 and as provided by the Pay and Benefits Ordinance in each year thereafter.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as defined in the classification specification for Fire Inspector/OSHA Inspector attached to and made a part of this Ordinance.

Section 4. That Schedule II of Ordinance No.    -00 should be, and it hereby is amended to add the new position of Fire Inspector/OSHA Coordinator to the schedule of positions.

Section 5. That the position of Fire Inspector should be, and hereby is deleted from the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984.

Section 6. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_, 2000

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_  
Clerk of Council

Approved: \_\_\_\_\_, 2000

\_\_\_\_\_  
David H. Madison, Mayor

*1-11-00 first reading  
1-25-00 second reading  
5-9-00 removed and withdrawn by unanimous consent*

# CITY OF BEXLEY

## Job Description

**JOB TITLE:** Fire Inspector/OSHA Coordinator

EMPLOYEE NAME:

DEPARTMENT:

SUPERVISOR:

**SUMMARY:** performs routine fire safety inspections of public and private structures within the City to detect and eliminate fire hazards and investigates any suspicious fires by performing the following duties. Responsible for the City of Bexley's public section OSHA compliance and review.

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

- Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports listing repairs and replacements needed.
- Inspects areas and note and investigate unsafe conditions and practices which might cause or increase fire hazards.
- Instructs employees in fire safety practices.
- Review construction documents for compliance with fire code.
- Prepares and implements confined space, lockout/tag out, asbestos management and other pertinent programs.
- Develops and maintains a hazard communication and blood borne pathogens program.
- Responsible for maintaining the OSHA training log, proper postings and establishing safety programs.
- Provides CPR and First Aid training and works with supervisors to provide required safety equipment.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** 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/or EXPERIENCE:** Associate's Degree (A.A.) or equivalent from two-year college or technical school; and six months to one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** State of Ohio Fire Safety Inspector Certificate, valid State of Ohio driver's license, certified First Aid and CPR Instructor.

**OTHER SKILLS AND ABILITIES:** Must be able to work well with fellow employees, the public and suppliers.

**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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and taste or smell. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 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 occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration.

The noise level in the work environment is usually loud.

**Additional Information:**

**EMPLOYEE:** The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**SUPERVISOR/DEPARTMENT HEAD:**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_