

State of Oregon
Oregon Department of Public Safety Standards and Training

Fire Inspector III Task Book

Task Book Assigned To:	
Printed Name	AP#
Fire Agency Name	Date Initiated
Printed Signature of Department Head or Training Officer	Date Completed

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<http://www.oregon.gov/dpsst>

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Task Book Qualification Record Books (Task Books) have been developed for various certification levels with the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPR's) for the specific certification level in a format that allows the candidate to be trained and evaluated. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator will result in the candidate's eligibility for DPSST certification.

To become certified in a specific level, the applicant must successfully complete the JPR's. Before a job performance requirement can be accomplished, all requisite knowledge and requisite skills should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. When the prescribed requirements have been successfully performed, observed and recorded by a qualified and approved evaluator, the applicant can then apply for certification with DPSST. All certificates are mailed the Training Officer at his/her fire agency.

Note to Fire Agencies: These JPR's serve as general guidelines. At all times, standard operating procedures of the fire agency in which the evaluation is being conducted will govern. Fire agencies should have available for evaluators, a copy of the fire agencies' standard operational guidelines.

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Fire Service Personnel Certification

(E) Task books shall be monitored by a Field Training Officer approved by the Department. The Field Training Officer shall be certified at or above the level being monitored and have at least 5 years fire inspector experience. The Department may approve other Field Training Officers with equivalent training, education and experience as determined by designated Department Staff.

Job Performance Requirement Evaluation Example:

The JPR's covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of -or reference to- NFPA standards.

Each JPR has a box to the right in which to confirm a candidate's success. The field training officer shall indicate successful passing by the candidate of each JPR by dating and signing.

3.1 Secure a fire scene, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restrictive areas, and all evidence or potential evidence is protected from damage or destruction.



**TASK BOOK QUALIFICATION RECORD
FOR THE CERTIFICATION LEVEL OF**

Fire Inspector III

Prior to becoming certified in this position, the Fire Inspector III shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall date the appropriate box and initial their name to indicate successful completion of each JPR. For each JPR there are requisite knowledge and skill requirements, both should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. The candidate shall complete the requirements of Fire Inspector II prior to starting Fire Inspector III.

5-2.1 Generate written correspondence related to the issuance of appeals and variances, given a request for a variance or an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience.

Requisite Knowledge: The established procedure for modification of applicable codes and standards, the judicial review process, and the established appeals procedure for the jurisdiction.

Requisite Skills: The ability to interpret codes and standards, communicate requirements, make decisions, listen, read reports and plans, evaluate, and issue written reports.

5-2.2 Facilitate code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the code is properly written and precisely addresses the identified need or deficiency.

Requisite Knowledge: The development and adoption process for fire safety legislation or regulations.

Requisite Knowledge: The ability to compose legally adoptable language, recognize problems, make observations, and communicate to legislative authority.

5-2.3 Assess the impact of proposed codes, ordinances, and other legislation, given draft documents, so the impact of the proposal on fire safety and code enforcement activities is documented.

Requisite Knowledge: The process for the development of codes and standards at the local, state/provincial, and national level, and sources that can provide information and technical assistance in the development

of fire safety legislation.

Requisite Knowledge: The ability to recognize problems, communicate, and identify cost/risk benefit.

5-2.4 Develop policies and procedures for the administration of inspection functions, given management objectives, so policies are clearly defined and concise and in accordance with legal obligations of the jurisdiction.

Requisite Knowledge: Legal precedence and the various systems of government that affect the performance of the fire inspector's duties, how to read blueprints and identify symbols related to construction plan and specifications, policies and procedures of the jurisdiction related to code enforcement and plans review, sources of detailed and technical information relative to plans and specifications.

Requisite Skills: The ability to identify acceptable construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate verbally and in writing, and educate, research, make decisions, recognize problems, and resolve conflicts.

5-2.5 Suggest technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code related issues, so that resources matching specific needs are acquired within budget limitations.

Requisite Knowledge: Types and sources of publications, including approval and listings guides, codes and standards, and technical references.

Requisite Skills: The ability to recognize the need for materials, identify correct material, calculate budget impact, and make decisions regarding priorities.

5-2.6 Enforce permit regulations, given a report of a violation, so that revocation decisions are in accordance with the policies of the jurisdiction and applicable codes and standards.

Requisite Knowledge: Legal authority for permit issuance and revocation, and applicable codes and standards adopted by the jurisdiction.

Requisite Skills: The ability to communicate, make decisions, evaluate consequences of improper enforcement, and evaluate the skills of others.

5-2.7 Enforce plan review regulations, given a report of a violation,

so that corrective action is taken in accordance with the policies of the jurisdiction and applicable codes and standards.

Requisite Knowledge: Legal authority for review and applicable codes and standards adopted by the jurisdiction.

Requisite Skills: The ability to communicate, make decisions, evaluate consequences of improper enforcement and evaluate the skills of others.

5-2.8 Initiate legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with policies of the jurisdiction and due process of law is followed.

Requisite Knowledge: Legal procedure for fire code enforcement and authority and limitations of police powers.

Requisite Skills: The ability to communicate and write reports.

5-2.9 Recommend a program budget, given organizational goals, budget guidelines, and organizational needs, so the overall program needs are addressed within the budget guidelines.

Requisite Knowledge: Budget procedures of the jurisdiction, revenue sources, and funding mechanisms.

Requisite Skills: The ability to recognize problems, measure cost/benefit, identify additional resources, communicate, and write reports.

5-2.10 Evaluate the completion and correctness of inspection reports and completed forms and check lists, given applicable codes, standards, policies and procedures of the jurisdiction, so that the information contained in the report forms and checklists is correct, clear, and concise and key issues are addressed in compliance with applicable codes, standards and policies.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction and the interrelationship between those codes and regulations, and various sources for additional reference materials related to code enforcement.

Requisite Skills: Familiarity with code-related research and the ability to compare code requirements of a jurisdiction with prepared reports and provide corrective information or correction where necessary.

5-2.11 Design a filing system, given inspection requirements and needs, fire code complaints, and related documents, so that information can be efficiently maintained and retrieved and is maintained in accordance with the record-keeping process of the jurisdiction and state and federal requirements.

Requisite Knowledge: Legal requirements for record retention, freedom of information requests, community right-to-know laws, and operational procedures of the organization.

Requisite Skills: The ability to plan and organize.

5-3.1 Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the permitted occupant load is in accordance with applicable codes and standards.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, means of egress requirements, and the evaluation of evacuation plan procedures.

Requisite Skills: The ability to evaluate evacuation plan procedures, make decisions, read plans and reports, interpret codes and standards, and analyze performance based reports.

5-3.2 Evaluate corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, so that each deficiency and its proposed corrections are evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, and means of egress requirements.

Requisite Skills: The ability to make decisions, read plans and reports, interpret codes and standards, and analyze performance based reports.

5-3.3 Evaluate the construction types required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, construction methods, policies, and procedures.

Requisite Skills: The ability to recognize problems and read plans and reports.

5-3.4 Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction, hazards of the process or operation, fire protection systems required, inherent hazards, and safety precautions necessary.

Requisite Skills: The ability to make observations, recognize problems, and resolve conflicts.

5-3.5 Evaluate fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined, the level of protection is appropriate to the hazard, and applicable codes and standards are met.

Requisite Knowledge: Fire behavior, fire growth potential, protection, scenarios, and evacuation procedures.

Requisite Skills: The ability to observe, recognize problems, and evaluate hazards.

5-3.6 Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in compliance with applicable codes and standards.

Requisite Knowledge: Applicable code and standards adopted by the jurisdiction; purpose, use, and applicability of evacuation plans; and human behavior.

Requisite Skills: The ability to read plans and reports and recognize problems.

5-3.7 Evaluate alternative compliance measures for the storage, handling and use of hazardous materials, given field inspection reports and proposed alternative compliance measures, so that the hazardous material are provided with a level of safety that is in compliance with the intent of applicable codes and standards.

Requisite Knowledge: Other agencies that have requirements and jurisdiction related to hazardous materials.

Requisite Skills: The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

5-3.8 Evaluate alternative compliance measures for storage, handling, and use of flammable and combustible liquids and gases, given field inspection reports and proposed alternative compliance measures, so that the storage, handling, and use is provided with a level of safety that is in compliance with the intent of applicable codes and standards.

Requisite Knowledge: Properties and hazards of flammable and combustible liquids and gases, material safety data sheets, safe handling practice, appropriate codes and standards, fire protection systems and equipment appropriate for the material, fire behavior, safety procedures, and other agencies that have requirements and jurisdiction related to flammable and combustible liquids and gases, chemical reactions, and storage compatibility.

Requisite Skills: The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

5-3.9 Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Requisite Knowledge: Types, installation, maintenance, and use of building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators and escalators; and applicable codes and standards adopted by the jurisdiction.

Knowledge Skills: The ability to observe, recognize problems, interpret codes and standards, and write reports.

5-3.10 Witness an acceptance test for an integrated fire protection system,

given an installed system, so the test is conducted in accordance with applicable codes and standards and the system performance can be evaluated for compliance and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Requisite Knowledge: Acceptance test procedures and appropriate codes and standards.

Requisite Skills: The ability to supervise the performance of acceptance tests.

5-3.11 Determine fire growth potential in a building or space, given field observations or a plans submittal, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Requisite Knowledge: Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practice.

Requisite Skills: The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

5-3.12 Development emergency access criteria, given the jurisdiction's emergency fire apparatus and fire suppression standard operating procedures, so that suppression services can be delivered in accordance with policies of the jurisdiction.

Requisite Knowledge: Emergency access and accessibility requirements and performance specifications related to access of emergency vehicles of the jurisdiction.

Requisite Skills: The ability to identify emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.