

Fire Door Inspector

DEFINITION

This is specialized work involved in the inspection of fire-rated doors in City of Edmonton buildings as per the National Fire Protection Association (NFPA) Standard for fire doors and other opening protective's.

Work of this class involves the responsibility to examine plans, specifications and related technical documents, and to physically inspect City-owned buildings and facilities to ensure the City's fire door inventory meets annual inspection requirements. Incumbents will manage the City's fire door inventory program; perform functional testing; identify deficiencies; prioritize and coordinate fire door repairs or replacements with in-house staff and/or outside contractors; conduct inspections of work in progress and completion; conduct fire door inventory assessments; forecast replacements and assist in the preparation of preventative maintenance plans; contribute to the development of deferred repair list and budget; manage and ensure annual fire door inspection is completed. The Fire Door Inspector may perform some minor repairs in addition to the inspection work.

Work is performed under general direction; incumbents exercise independent judgement in planning and coordinating work, determining priorities, ensuring standards and operating efficiencies are achieved in accordance with City policies and procedures and industry guidelines. Supervision, guidance and performance assessment is received by the Locksmith Foreman.

TYPICAL DUTIES *

Develop a detailed inventory of all fire-rated doors and hardware in all City of Edmonton owned buildings.

Perform inspection and testing of all fire doors or other opening protection's as per applicable standards. Maintain records of fire-door condition and forecast repairs, upgrades and/or replacements. Provide written inspection reports.

Identify deficiencies and coordinate repairs. Report minor repairs that require immediate attention to either the Carpenter or Locksmith Foreman who would plan and schedule repairs using in-house resources. Coordinate the major immediate repairs using outside resources. Re-inspect fire doors once the repair has been completed to ensure standards are met.

Establish contracts with outside vendors to provide fire door inspection or maintenance services. Prepare specifications and tender documents for contractors/consultants and evaluate estimates and tenders. Oversee work in progress and upon completion to ensure efficient delivery of service and compliance with specifications and terms of contract.

Assist in reviewing, revising and developing programmed maintenance requirements including developing budget forecasts and requisitioning supplies.

Assess requirements and provide input and recommendations for building projects in regards to fire-doors and related hardware. Provide technical expertise and consultation to user groups throughout design, specification, and installation. Provide final inspection of fire-rated doors and other opening protective's; recommend necessary corrections; provide written inspection reports.

Consult with other internal City departments/representatives such as Fire Prevention Officers to review inspection documents, communicate repair intentions, and consult on safety legislation; Sustainable Development for occupancy permits and clarification on building codes, etc.

Maintain an ongoing awareness and understanding of new and enhanced developments and the applicability to the work environment; keep up with changes in legislation and building codes; provide education to staff and business partners on new developments.

Perform other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough understanding of NFPA Standards for fire-rated doors and other opening protective's (operation, features, basic criteria and maintenance of fire-rated doors).

Excellent working knowledge of legislation, standards, technical and regulatory codes, and safety regulations pertaining to the work performed.

Knowledge and skill in repairing, installing and servicing a variety of doors and related hardware.

Strong organizational skills, including the ability to plan, prioritize, schedule and execute work assignments.

Good verbal and written communication skills including the ability to prepare reports.

Detailed understanding of emerging industry trends and developments and the applicability to the work environment.

Excellent communication and interpersonal skills to effectively interact and maintain working relationships and collaborate with others.

Knowledge and skill in computer applications and related programs in support of the business activities.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Locksmith, including completion of relevant training courses from the Door and Hardware Institute, and completion of the Fire Door Annual Inspection (FDAI) Program. Relevant experience in building/property inspections and a minimum of two (2) years experience as a Journeyman Locksmith repairing, installing and servicing a variety of doors and related hardware. Must be licensed under the Alberta *Security Services and Investigators Act* (SSIA). Must possess a valid Class 5 Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	3239			
Salary Grade	102			
Last Updated:				
Previous Updates:				
Originated:	2013-03			