

POSITION DESCRIPTION (Please read instructions on the back)

ORIGINAL

1. Agency Position No. **00261001**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location MCB, Camp Lejeune		5. Duty Station		6. OPM Certification No.		
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use

PD # 10386
Fire Protection Inspector
GS-081-5

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<i>Fire Protection Inspector</i>	<i>GS</i>	<i>081</i>	<i>5</i>	<i>EB</i>	<i>2/13/87</i>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Fire Protection Inspector

17. Name of Employee (if vacant, specify)
Elizabeth J. Huffman

18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, NC		c. Third Subdivision	
a. First Subdivision Assistant Chief of Staff, Facilities	b. Second Subdivision Fire Protection Division		d. Fourth Subdivision
		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and possibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor R. C. FRENCH, Jr.	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) R. M. PINER, Jr.
Signature <i>R C French Jr</i>	Signature <i>R M Piner Jr</i>
Date <i>2/12/87</i>	Date <i>2/12/87</i>

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

MARY RADABAUGH
CLASSIFICATION SUPERINTENDENT

Signature
Mary Radabaugh

Date
2/13/87

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This position is being filled as a trainee billet. The incumbent will be required to successfully complete all training requirements and to meet all regulatory requirements prior to being considered for advancement to the GS-7 level.

25. Description of Major Duties and Responsibilities (See Attached)



I. INTRODUCTION

(5)
This position is located in the Fire Protection Section of the Base Fire Department and is one of several inspectors assigned to this section. The purpose of the work of this position is to detect new, unusual, or normal fire hazards which could cause a fire, eliminating same and preventing the loss of life, serious injury and property damage.

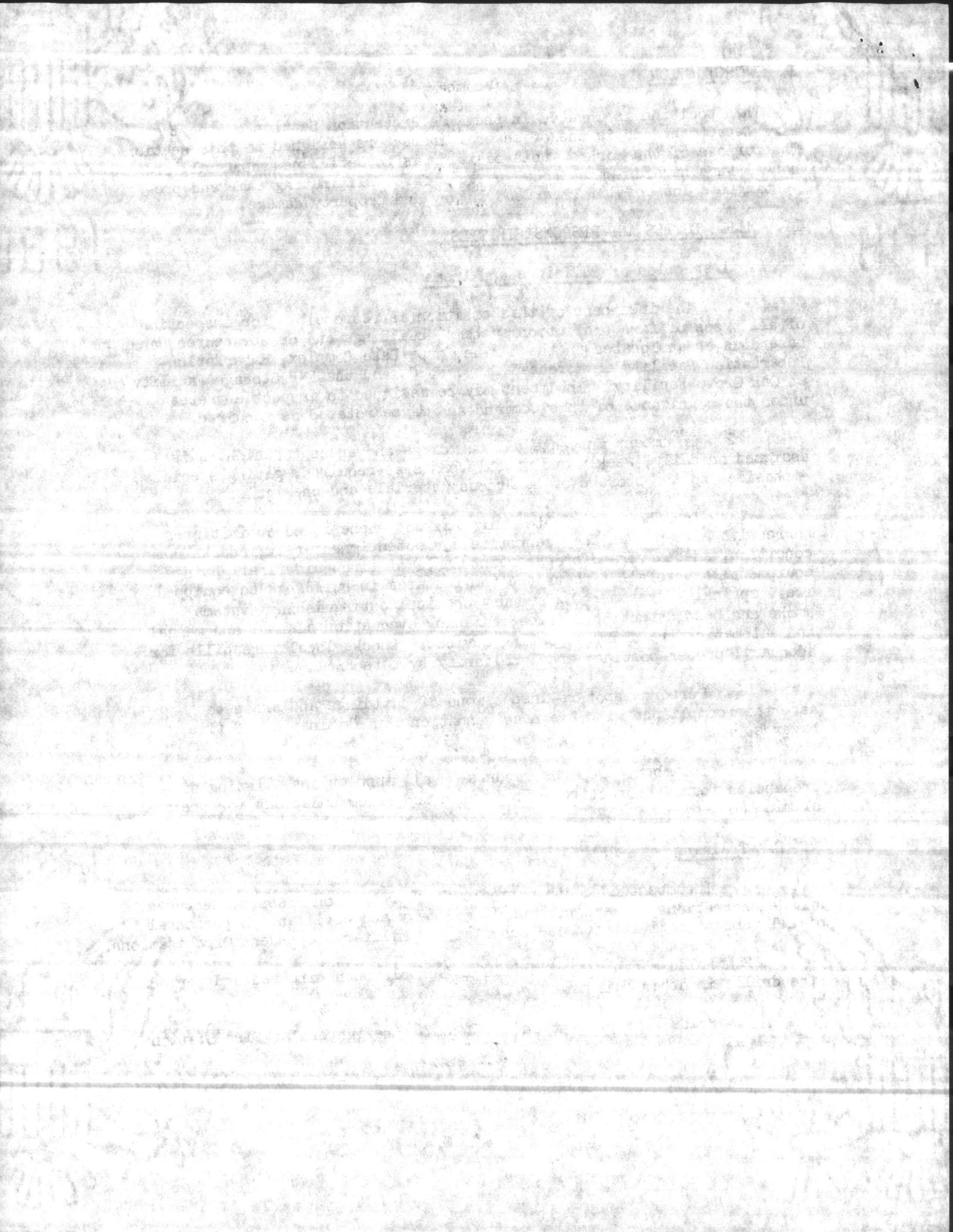
II. MAJOR DUTIES AND RESPONSIBILITIES

A. Inspection of Buildings and Areas

1. The incumbent of this position is responsible for inspection of all types of fire protection systems, buildings and/or structures, and hazardous areas located in the Marine Corps Base Complex, Embarkation-Debarcation Facility in Morehead City, N. C. and the FMF Storage Facility at Oak Grove Facility. Incumbent may be assigned to inspect any area under the cognizance of this Command and maybe rotated as required.
2. Incumbent inspects all buildings and areas to which he is assigned on daily, weekly and monthly basis as required, giving special emphasizes to the storage of hazardous materials and chemicals.
3. Incumbent eliminates fire hazards where found or initiates corrective action when they cannot be corrected immediately; checks condition, adequacy, and proper maintenance of first aid firefighting equipment; checks all fire protection features in buildings so equipped, i.e., sprinkler systems; CO2 and dry chemical extinguishing systems; smoke and heat detection devices; building evacuation alarms; and manual and automatic fire alarm reporting devices. Checks local fire bills for adequacy, proper posting, and familiarity by personnel.
4. Performs spot re-inspections of buildings and areas to ascertain compliance with his recommendations on elimination of fire hazards.
5. Incumbent prepares reports on all inspections, listing discrepancies found, corrective action taken and recommendations for their elimination.

B. Training

1. Incumbent conducts periodic fire prevention classes, lectures, and demonstrations to Base personnel, military and civilian, to personnel of all tennent activities, Base schools, and Military Dependent Organizations.
2. Holds monthly fire drills in schools when directed and periodic fire drills in other buildings.
3. Holds fire prevention classes to firefighters at Fire Stations.



C. Hot Work Inspections - Incumbent inspects and issues written hot work permits in any area outside of an approved welding shop, where work of an open flame nature is required, i.e., welding and cutting with oxy-acetylene or electric torch, sweating pipes with gas torch. Incumbent also issues hot work permits for the use of tar kettles, lead melting pots, and other open flame devices, when he has ascertained that it is safe and all precautions have been taken. 10%

D. Other 10%

1. Incumbent operates and interprets readings on Explosive Meter when called upon to check for explosive mixtures of flammable liquids in tanks, containers, or other suspected areas prior to the start of any work near by, which could result in fire or explosion, and recommends proper purging procedures where explosive mixtures are found.

2. Incumbent issues, recharges and performs maintenance work on all types of fire extinguishers at the Fire Department Warehouse.

3. Incumbent may review plans for new construction and renovation of existing buildings making recommendations to ensure compliance with the Fire Codes and Base Regulations.

4. Incumbent will be required to perform firefighting duties at large fires and may be used as a firefighter on other occasions when due to unusual or unforeseen circumstances.

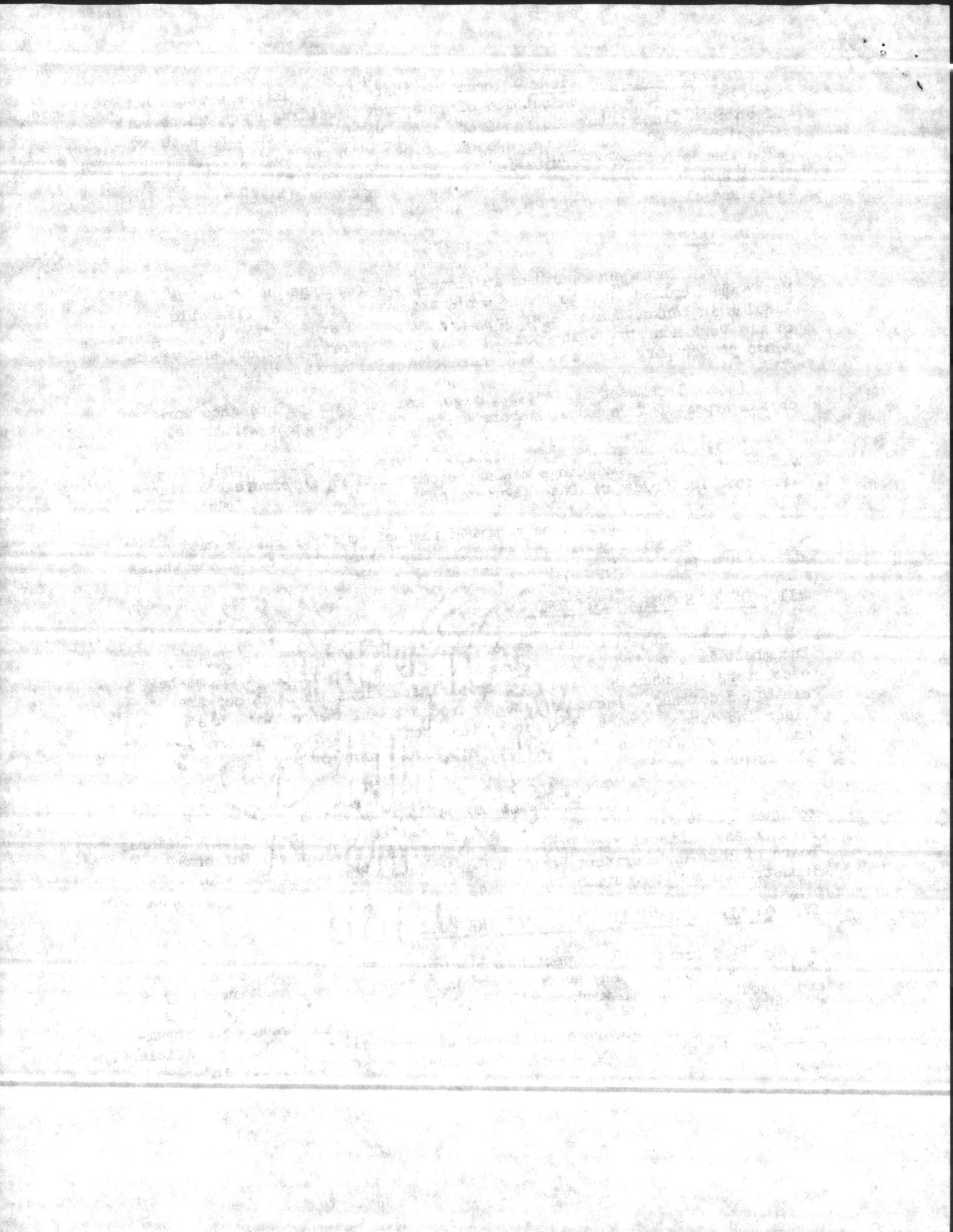
III. CONTROLS OVER THE POSITION

A. Incumbent's immediate supervisor is the Chief Fire Inspector. Incumbent is expected to take care of most fire prevention problems he encounters and when detailed on special inspections instructions are clean and defined. Incumbent attend frequent conferences with his supervisor and other inspectors in order to discuss and receive information and advice on fire safety problems that have arisen or may come up in the future.

B. Guidance in performance of duties is received from sources as follows: Base Fire Regulations, Navy and Marine Corps Directives, National Fire Codes, National Fire Protection Association Literature, National Board of Fire Underwriters Pamphlets and Factory Mutual Handbook of Industrial Loss Prevention.

IV. QUALIFICATION REQUIREMENTS OF THE WORK

A. Fire Protection Inspections develop discovery of many conditions that are not found in any guides or books. It often requires ingenuity and resourcefulness to work out these problems. It would be impossible to carry all the guides and material covering inspection work. The incumbent must study and absorb a great deal of knowledge to be able to efficiently carry out his work. More than a basic knowledge of electricity and

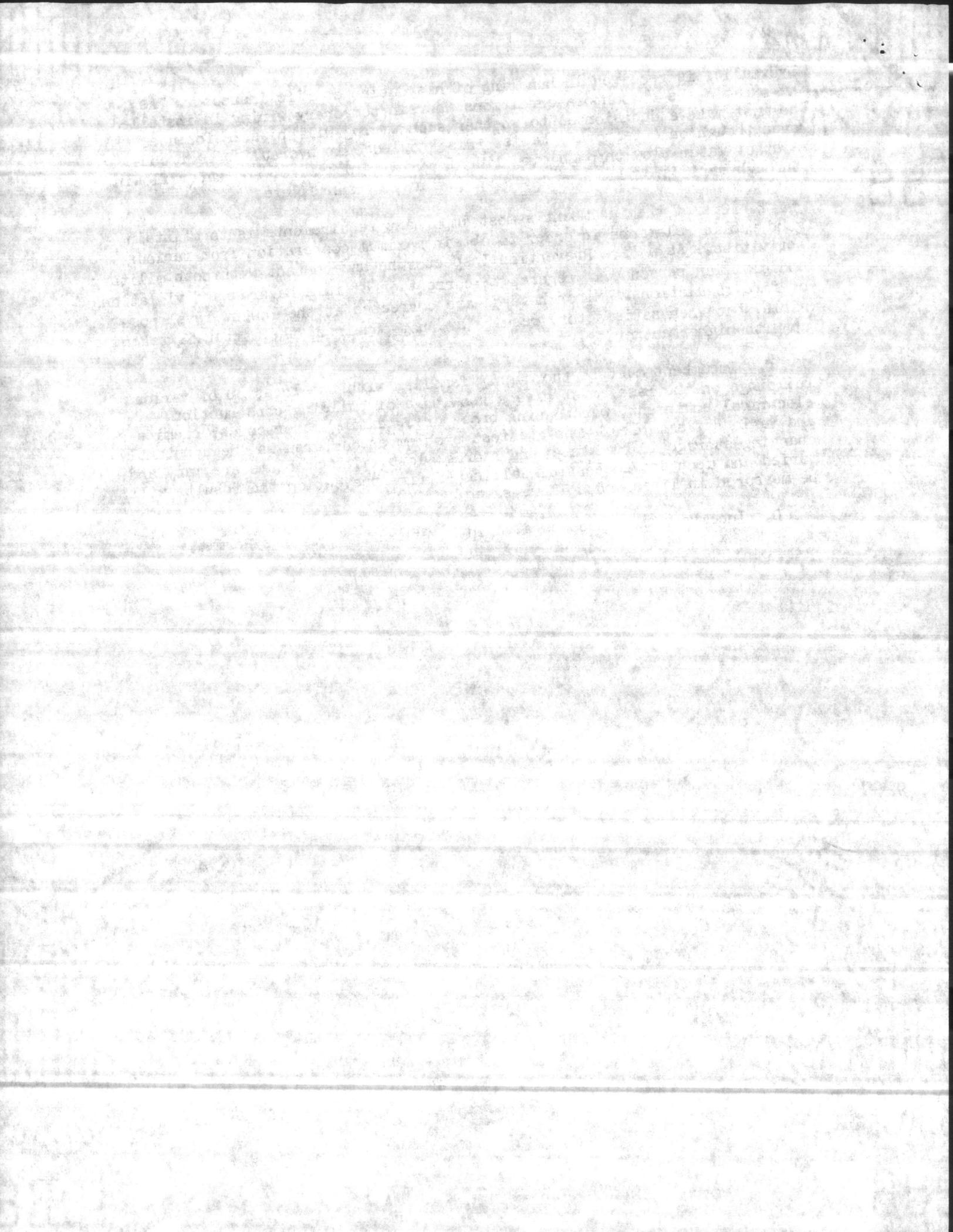


hydraulics is required in handling of his duties as Fire Inspector. As ~~an example, he encounters conditions~~ wherein temporary wiring is installed, he must make a decision as to whether such wiring will be safe for use, even though on a temporary basis. His knowledge in hydraulics must consist of water flow through pipe lines, residual pressure, and water flowing through various orifices such as sprinklers, hydrants, etc.

B. One of the incumbent's most important requirements is to maintain good public relations in order to obtain maximum cooperation from various activities. As a Fire Prevention Inspector he has contact with both military and civilian persone in regards to correction of fire hazards and violations of fire regulations. Minor hazards are corrected at the lowest level possible, but when satisfactory results are not obtained, the matter is taken up with higher authority.

C. Incumbent must be thoroughly familiar with the location of various buildings on the Base, must have a knowledge of building construction, electrical equipment, warehousing procedures, extinguisher codes, chemicals and various flammables. The greatest problem encountered is the constantly changing storage in buildings and storage lots. The problems are many and varied and upon the successful selling of fire prevention the results will be measured in lives and dollars saved.

D. Incumbent must possess a valid Government Operator's Permit.



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A. Inspection of Buildings and Areas

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2. Incumbent inspects all buildings and areas to which he is assigned on daily, weekly and month basis as required, giving special emphasizes to the storage of hazardous materials and chemicals.

3. Incumbent eliminates fire hazards where found or initiates corrective action when they cannot be corrected immediately. Checks condition, adequacy, and proper maintenance of first aid firefighting equipment; checks all fire protection features in buildings so equipped, i.e., sprinkler systems; CO2 and dry chemical extinguishing systems; smoke and heat detection devices; building evacuation alarms; and manual and automatic fire alarm reporting devices; building evacuation alarms; and manual and automatic fire alarm reporting devices. Checks local fire bills for adequacy, proper posting, and familiarity by personnel.

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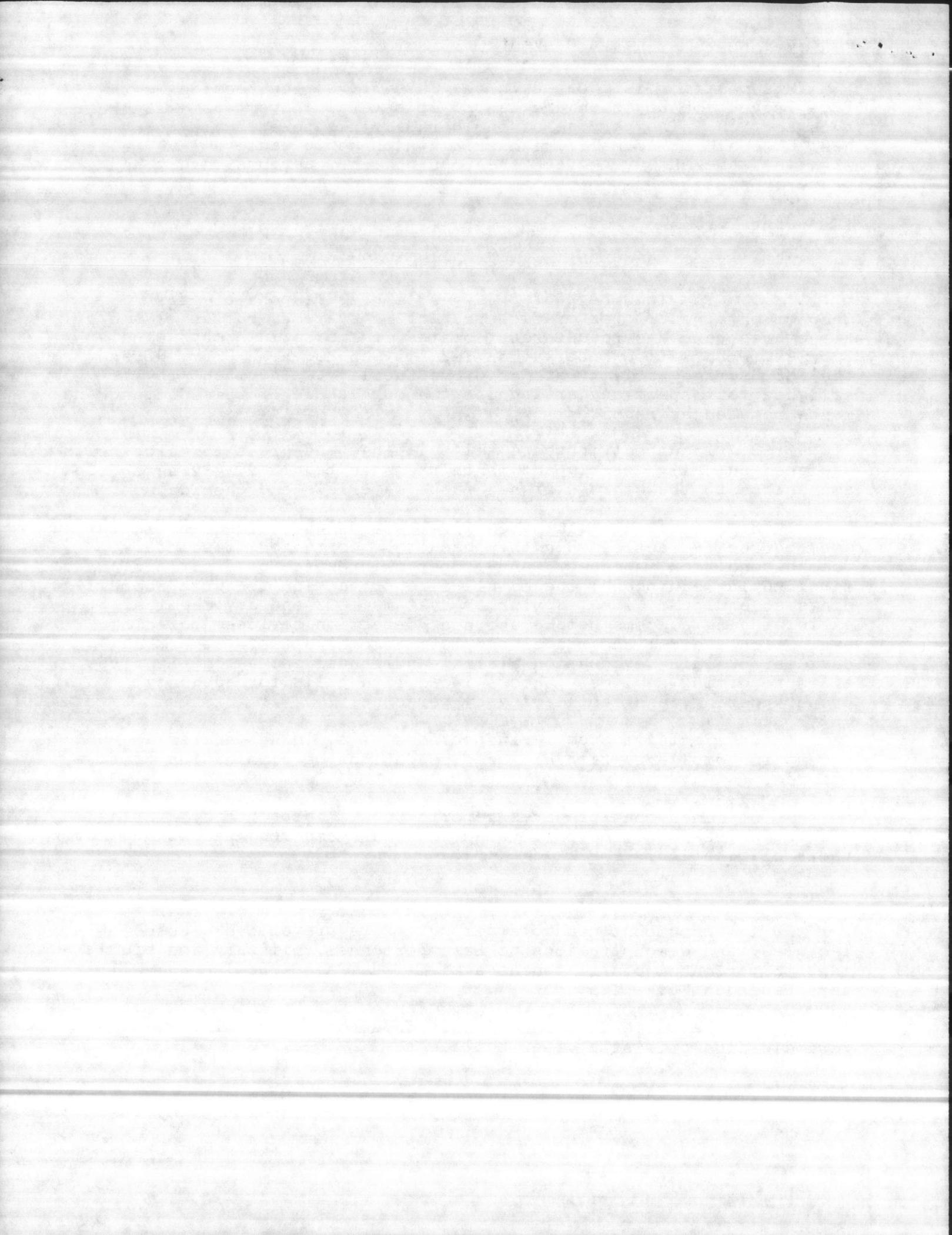
5. Incumbent prepares reports on all inspections, listing discrepancies found, corrective action taken and recommendations for their elimination.

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E. Emergency Medical Services

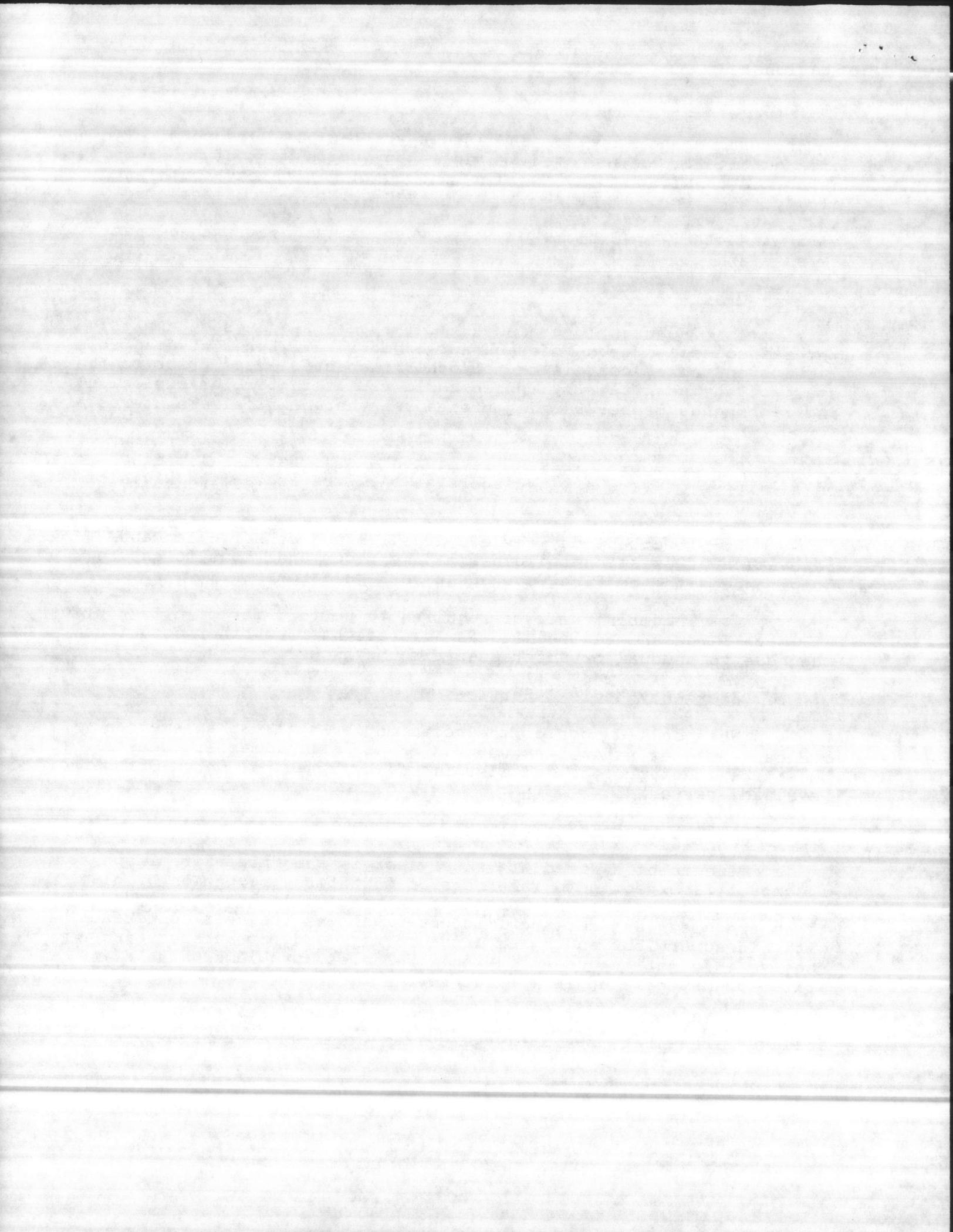
5%

When called upon on the occasion may arise at an emergency medical incident, incumbent works alone or a team member to establish treatment protocol until relieved by a Medical Corps Officer or Naval EMT personnel.

III. CONTROLS OVER THE POSITION

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D. Incumbent must possess a valid Government Operator's permit.

E. Incumbent will be trained and certified to the National Emergency Medical Technician Standard curriculum and successfully meet and maintain the EMT training requirements.

