

**1.0 BASIC FUNCTION**

1.1.1 The basic function of an Inspector is to safely and efficiently assist the General Manager with the inspection of a fire protection system.

**2.0 REPORTING RELATIONSHIPS**

2.1.1 The Inspector reports to and is accountable first to the Inspection Manager, and finally to the General Manager of the company.

**3.0 JOB REQUIREMENTS**

**3.1 EDUCATION**

3.1.1 Required: High School Diploma or equivalent

**3.2 LICENSING**

3.2.1 Required: Vehicle Driver

3.2.1.1 Various certifications to inspect and test fire protection systems and equipment in the states of North Carolina and South Carolina.

**3.3 EXPERIENCE**

3.3.1 Required: 3 or more years as a fitter installing or servicing fire protection systems.

3.3.2 Preferred: Field experience inspecting and testing fire protection systems.

**4.0 DUTIES AND RESPONSIBILITIES**

4.1 Making it understood that **“the customer is our first priority”** and that each employee is here to support that priority.

4.2 To complete the inspections assigned.

4.3 To complete the inspection and or associated service in the agreed time.

4.4 Insure that the assigned company vehicle is in safe operating condition at all times (any mechanical concerns must be reported to the Inspection Manager immediately).

4.5 Insure that the assigned vehicle is kept clean and organized.

4.6 Complete all required paperwork and electronic uploads of reports to insure accurate invoicing and documentation.

4.7 Inform Inspection Manager or Service Manager of systems that will require additional work.

4.8 Maintain a good working relationship with the customer, inspectors, and other site contractors and or location employees.

4.9 Inform Inspection Manager of any problems that affect the quality or continuation of the inspection or service work (If something affects your ability to proceed with your scheduled work).

4.10 Review hours worked, sign weekly timesheet and complete requested information.

- 4.11 To keep company tools and equipment in good working condition (each employee will be responsible for providing their own personal tools, tape measure, work boots, etc.
- 4.12 Attend meetings as necessary and required.
- 4.13 Any other duties or task assigned by the Inspection Manager or General Manager.

## **5.0 MEASURES OF PERFORMANCE**

An Inspector of the company is performing in an acceptable manner when, in the opinion of the General Manager, the listed duties and responsibilities have been followed or completed.

- 5.1 That the Inspector readily follows the direction of the Inspection Manager and General Manager.
- 5.2 That the Inspector completes the assigned inspections as requested.
- 5.3 That the Inspector completes the assigned inspections in the time requested.
- 5.4 That the inspections completed are deemed satisfactory in the opinion of the Inspection Manager and General Manager.
- 5.5 That the Inspector demonstrates a positive attitude towards the job and fellow workers.
- 5.6 That the Inspector reports to work on the scheduled days and at the designate time.

## **6.0 Acknowledgment**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the General Manager retains the right to change this job description at any time.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name