



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3518  
3519

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**HEALTH CARE FACILITY FIRE SAFETY SURVEYOR**

**SCOPE OF WORK:**

Individuals assigned to positions in this class series will perform on-site surveys of long term care facilities, hospitals, ambulatory surgery centers, intermediate care facilities for the developmentally disabled and basic care facilities to determine compliance with all applicable fire code standards and related fire safety requirements.

**DUTIES PERFORMED AT ALL LEVELS:**

- Conduct surveys of statewide health care facilities licensed and certified as providers/suppliers participating in the Medicare and Medicaid programs to determine compliance with existing laws, regulations, and codes which establish the standards for fire safety for these facilities.
- Document compliance deficiencies found during surveys.
- Provide thorough report of findings to appropriate facility administration; participate in entrance/exit conferences.
- Initiate documentation to support recommended action for licensure and certification.
- Review deficiencies to determine extent of non-compliance; determine impact of deficiency to aid facility administration to establish priorities in taking corrective action.
- Participate with providers to develop plans for corrective actions; communicate with vendors, contractors, etc., to ensure appropriateness of corrective work being done; conduct on-going coordination, review, and follow-up surveys to ensure acceptability and completion of actions taken.
- Maintain currency in all federal and state fire code standards for health care facilities; provide input to interpretation of regulations when necessary; participate in short and long term planning for meeting survey requirements.
- Perform administrative duties involved with records maintenance, statistical data, reports, and responses to inquiries.

**NOTE:** The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**HEALTH CARE FACILITY FIRE SAFETY SURVEYOR I**

3518

Grade J

**LEVEL DEFINITION:**

Individuals at this level conduct on-site surveys in facilities with fire safety and evacuation requirements involving systems of moderate complexity and will assist in surveys of facilities with systems of greater complexity such as large hospitals, nursing homes, etc. Individuals at this level perform limited consulting and training duties.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires of high school diploma or GED and five years of professional fire-related work experience that included training in fire prevention or fire code compliance in commercial, government, or private establishments. Or similar responsibilities that reflect work experience that demonstrates developed knowledge, skill, and abilities needed to perform duties required of this class. Each year of specific college level course work leading to a degree in fire science, engineering, or architectural technology, or a closely related field may substitute for two years of the required work experience on a year-for-year basis.

**HEALTH CARE FACILITY FIRE SAFETY SURVEYOR II**

3519

Grade K

**LEVEL DEFINITION:**

Individuals at this level conduct on-site surveys of facilities with fire safety systems of the highest level of complexity and involving complex safety and evacuation procedures and/or involving unusual and complicated safety issues requiring extensive involvement in determining and applying acceptable standards. Individuals at this level perform comprehensive consulting and training duties.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Instruct facility staff on self-inspection methods.
- Provide training to facility staff on codes and code interpretation.
- Provide information to facility staff on options and methods to correct deficiencies.
- Conduct research and review of directives to determine the need for changes in the facility survey process; recommend policy and procedure changes affecting the fire code standards to the Manager of Life Safety Code Program.
- Provide input to resolution of unusual situations that may require modification or exceptions to standard procedures.
- Prepare and present fire safety related information as requested.
- Provide guidance and training to first level surveyors.
- Assist Manager of the Life Safety Code program in identifying goals for the program.

**MINIMUM QUALIFICATIONS:**

Requires satisfactory completion of high school or GED and seven years of professional fire-related work experience that included training in fire prevention or fire code compliance in commercial, government, or private establishments. Or similar responsibilities that reflect work experience that demonstrates developed knowledge, skill, and abilities needed to perform duties required of this class. Experience must include two years at the Health Care Facility Fire Safety Surveyor I level or equivalent experience and successful completion of the Federal Life Safety Code Training. Each year of specific college level course work leading to a degree in fire science, engineering, or architectural technology, or a closely related field may substitute for two years of the required work experience on a year-for-year basis.

Eff. Date: 8/95

Rev: 5/99 – Added 2<sup>nd</sup> level, revised duties, minimum qualifications, factoring and grades. Changed class code

Rev: 7/12 – Conversion to Hay System