

Report Coordinator

Location: St. Louis, MO

Reports to: Director of Service & Inspection Operations

Overview

The NFPA 25 Report Coordinator & Reviewer is a key quality-control and administrative role within the Inspection Department, responsible for reviewing, processing, tracking, filing, and distributing fire protection inspection reports. This position ensures reports are accurate, complete, properly documented, delivered on time, and filed with the appropriate Authorities Having Jurisdiction (AHJs) when required.

While prior NFPA 25 expertise is not required, this role requires strong attention to detail, organization, ownership, and a willingness to learn NFPA 25, fire sprinkler systems, inspection requirements, and company reporting standards. The goal is to keep each report moving efficiently from field inspection through final customer and AHJ delivery.

Key Responsibilities

Inspection Report Review & Quality Control

- Review inspection reports in InspectPoint for completion, accuracy, content, grammar, and overall quality.
- Verify that required inspection and testing information has been completed and properly documented.
- Confirm that inspection findings are supported by field notes, photographs, test results, readings, and other documentation when applicable.
- Identify missing, conflicting, inaccurate, inconsistent, or unclear information.
- Communicate directly with inspectors when clarification, corrections, revisions, additional notes, photographs, or other documentation are required.
- Ensure deficiencies contain enough information to clearly identify the condition found, affected equipment or system, and location.
- Compare current reports against prior inspections as an additional quality-control check.
- Generate completed inspection reports once the review process is complete.

Field Communication & Report Accountability

The Coordinator is responsible for actively communicating with field inspectors regarding report quality and outstanding reports.

- Contact inspectors when report information is inaccurate, incomplete, inconsistent, or unclear, and clearly communicate what is needed to complete the report.
- Follow up with inspectors regarding completed inspections for which reports have not been submitted.
- Track outstanding and overdue inspection reports and follow up promptly to prevent unnecessary delays.



- Maintain professional and constructive communication with inspectors while holding to established reporting requirements and timelines.
- Follow up with inspectors directly and escalate to the Inspection Manager when needed — including cases of non-responsiveness or a recurring pattern of late, missing, or inaccurate reporting.

NFPA 25 Knowledge & Development

The Coordinator is not expected to begin the position as an NFPA 25 expert but is expected to continually develop the knowledge necessary to effectively review inspection reports.

- Participate in company-provided NFPA 25 and fire sprinkler system training.
- Develop a working knowledge of NFPA 25 inspection and testing requirements applicable to the reports being reviewed.
- Learn common fire sprinkler system components, terminology, inspection procedures, testing requirements, and deficiencies.
- Become familiar with company inspection procedures and reporting standards.
- Continue developing technical knowledge as experience in the position increases.

Customer & AHJ Information

- Review account and building information to ensure the appropriate customer contacts are accurate and current.
- Verify contact information for applicable water and fire Authorities Having Jurisdiction, including names, phone numbers, email addresses, and required delivery methods.
- Identify missing or questionable account information and obtain corrections before final processing when necessary.

Deficiency Processing

- Review deficiencies for completeness and consistency with inspection findings.
- Verify that deficiencies contain sufficient information for the customer and internal teams to understand the condition identified, including supporting notes and photographs when needed.
- Add buildings with identified deficiencies to the Boyer Deficiency Log.
- Ensure sufficient information is available for Service and/or Sales personnel to understand the issue and determine the next appropriate steps.

AHJ Report Filing

File required inspection reports with the appropriate water or fire Authority Having Jurisdiction using the required filing method or portal (for example, BSI Online, The Compliance Engine, and other AHJ-specific systems, depending on jurisdiction and report type).

The Coordinator / Reviewer is responsible for learning the applicable filing requirements and ensuring required reports are submitted to the appropriate AHJ.

Final Report Processing & Customer Delivery

- Generate final inspection reports after the review process is complete.
- Save completed inspection reports in the appropriate Boyer customer file.
- Send completed inspection reports to the Boyer customer using the appropriate



delivery method.

- Confirm required AHJ filing has been completed when applicable.
- Maintain accurate documentation of report processing and delivery.

Revised Reports Following Repairs

- Coordinate with the appropriate Project Manager or internal team member to obtain revised inspection reports when required.
- Review revised documentation for completeness, and file revised reports with the appropriate AHJ when required.
- Ensure updated documentation is saved in the appropriate customer file and complete any required customer follow-up or distribution.

Customer & Company Impact

An inspection is not complete from the customer's perspective until the required report has been reviewed, processed, and delivered.

Incomplete, inaccurate, or late reports can delay customer receipt of inspection results, customer awareness of deficiencies or impairments, preparation of repair proposals, scheduling of corrective work, required AHJ documentation, invoicing, and completion of the inspection process.

The Coordinator is expected to proactively identify outstanding reports and documentation issues rather than waiting for the customer, inspector, or management to identify a problem.

Qualifications

- Fire protection or NFPA 25 experience is helpful but not required.
- Strong willingness and demonstrated ability to learn NFPA 25 and fire sprinkler inspection requirements.
- Strong attention to detail and ability to identify inconsistencies, missing information, or items requiring additional review.
- Good judgment to recognize when technical review is required rather than making assumptions.
- Strong communication, follow-up, time-management, and organizational skills.
- Ability to manage multiple reports, deadlines, and priorities.
- Ability to communicate professionally and effectively with field and office personnel.
- Ability to learn and effectively use the various computer programs, inspection software, and AHJ portals used by Boyer.
- Ability to work independently while knowing when an issue should be escalated to the Inspection Manager.

Performance Expectations

- Accurate and complete inspection reports.
- Timely review and processing of reports.
- Effective tracking and follow-up of outstanding reports.
- Reduction in missing or incomplete inspection documentation.
- Appropriate and timely escalation of non-responsive inspectors or recurring reporting



problems.

- Accurate customer and AHJ information, and timely, accurate AHJ filings.
- Proper maintenance of the Boyer Deficiency Log.
- Accurate report storage and customer distribution.
- Continued development of NFPA 25 and fire sprinkler system knowledge.

How to Apply

Interested candidates should send their resume and cover letter to hr@boyerfire.com or fill out the form [here](#).

Boyer Fire Protection is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Benefits

Health Insurance, HSAs and FSAs, Dental & Vision Insurance, Life Insurance, 401(k) with Company Match, Profit Sharing, Paid Time Off (PTO), Professional Development, Referral Program, and more.



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