

NON-EXEMPT POSITION

Fire Prevention Officer

Definition

The Fire Prevention Officer performs technical inspection and investigative work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires. The Fire Prevention Officer also conducts field inspections, performs moderate level, less complicated fire plan review of buildings, fire protection equipment, and industrial processes to ensure compliance with the requirements of federal, state, and municipal fire protection codes and ordinances.

A Fire Prevention Officer is expected to have general working knowledge of fire protection systems and investigative techniques. Employees in this class must regularly exercise technical, professional judgment, and discretion based on their familiarity with a wide variety of fire prevention codes and investigative techniques. They must also have good public relations abilities, negotiating skills and problem solving talents. They must also exhibit excellent customer service skills. This position is expected to have sufficient knowledge of the building industry to perform fire inspections and minor plan checks relating to new and remodeled construction.

Supervision Exercised and Received

This position receives supervision from the Fire Marshal.

Essential and Important Duties (Illustrative Only)

- Interpret and enforce provisions of fire prevention and fire safety laws, ordinances and other regulations;
- Perform periodic and follow –up inspections of new and existing buildings, structures and installations requiring fire clearances;
- Investigate complaints pertaining to violation of fire prevention laws and give correction orders as necessary, including weed abatement;
- Investigate the origin and cause of fires, collects, prepares, and presents evidence in court when required;
- Performs wildland urban interface inspections, investigates wildland fuel complaints and take enforcement action when necessary;
- Plans, manages and implements a comprehensive fuels management program to prevent the impact of wildfire on the community;
- Will be periodically required to be on call for fire investigations;
- Provide information to the public concerning fire prevention practices and procedures;
- Develop and conduct training programs and group presentations relative to fire prevention and fire investigation;
- As directed, check plans, specifications, and calculations on building, fire protection equipment and systems, and hazardous equipment installations.

- As directed check plans to determine fire and life safety requirements in accordance with Titles 19 and 24 of the California Administrative Code and applicable Fire Prevention and Building Code Standards.
- Make independent surveys and analyze data for the purpose of determining the adequacy for fire and life safety provisions.
- Give interpretations and answer questions raised by City Building Department staff, contractors, and other interested parties, regarding fire and fire safety requirements and in the application of various codes and requirements.
- As directed and assigned, Issue permits and make field inspections.
- Prepare reports, records and correspondence.
- Perform other duties, as assigned.

Job Related & Essential Qualifications

Knowledge of:

- Codes, laws, and regulations as related to Titles 19 and 24 of the California Administrative Code, International Building and Fire Codes, and the National Fire Protection Association Fire Code Standards.
- Principles and practices of fire protection engineering.
- The fundamentals and techniques of determining the fire and life safety of structures.
- Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence

Skill in:

- Reading and interpreting site plans, building plans, fire protection system and equipment plans, specifications and codes;
- Examining and noting deficiencies of plans, calculations and specifications;
- Coordinating the flow of assigned work;
- Performing fire and life safety code inspections;
- Expressing ideas and answering questions clearly and concisely, verbally and in writing;
- Maintaining records and preparing reports;
- Training and reviewing the work of subordinate personnel;
- Dealing tactfully with others and resolving conflict with positive result;
- Establishing and maintaining effective working relationships.
- Speaking to groups

Ability to:

- Apply technical knowledge and follow proper inspection techniques and detect deviations from plans, regulations and standard safety practices;
- Interpret and enforce federal, state and local fire prevention codes and ordinances;
- Identify fire hazards and recommend corrective actions;
- Identify types and determine causes of fires;
- Recognize, identify and preserve evidence;
- Effectively interview witnesses and suspects; Follow complex written and verbal instructions and procedures;

- Use mental abilities to arrive at sound conclusion and judgement;
- Work alone or close proximity to others;
- Operate motor vehicle or motorized equipment;
- Communicate over the telephone or two-way radio;
- Work occasional overtime and irregular hours; and
- Perform the essential functions of the position.
- Perform as an effective team members

Education and Training

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

- Three years of responsible fire inspection experience.
- Education equivalent to the completion of one year of college supplemented by specialized training in fire suppression, fire safety systems, fire sciences, fire prevention, and plans examining or related field.
- Experience in Fire Prevention and Code Enforcement highly desirable.
- Additional specialized training in fire science/technology or a related field is highly desirable.
- Associate Degree in Fire Science or Fire Technology from an accredited college is highly desirable.
- Possession of a CPR/AED Certificate within one-year of date of hire.

Special Requirements

- Positions in this classification may require the ability to travel independently within and outside of the City limits to fulfill the assigned duties and responsibilities.
- This non-exempt position is subject to a 12-month probationary period;
- Must be at least 18 years of age at the time of employment.

Licenses, Certifications and Registration

- Possession of or ability to obtain an appropriate, valid California driver's license at the time of employment and have a satisfactory driving record.