



FIRE PREVENTION INSPECTOR

DEFINITION

Under direction from the Fire Chief, the Fire Prevention Inspector issues fire permits, conducts fire permit inspections and fire education programs, identifies, investigates and resolves potential violations of municipal, state, national, and international laws, ordinances, codes and regulations including, but not limited to, building and fire codes and nuisance abatement regulations, and provides information and general assistance to business owners, homeowners, tenants, and the public.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by the performance of tasks that include plan review, administration of fire prevention programs, conducts routine fire inspections as needed in the community, oversees new construction and alterations and performs related duties as required.

ESSENTIAL JOB FUNCTIONS

The Fire Prevention Inspector duties may include, but are not limited to, the following:

- ▶ Provides technical advice to departmental offices/staff, business owners and the general public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance.
- ▶ Schedules, coordinates and performs business inspections, and issues fire permits.
- ▶ Prepares inspections reports.
- ▶ Maintains statistics and records of inspections.
- ▶ Identifies corrective actions to be taken by business owners and monitors activities to ensure conformance with codes, laws and regulations.
- ▶ Issues infraction/misdemeanor citations for violations of the Fire Code.
- ▶ Investigates and documents complaints of violation of international, state and local laws, ordinances and codes within the purview of the Fire Department.
- ▶ Identifies violations of other City codes and regulations and notifies appropriate City officials.
- ▶ Attends administrative hearings as required.
- ▶ Provides regular inspections of construction projects.
- ▶ Prepares a variety of written reports.

- ▶ Develops and presents fire prevention programs to the public.
- ▶ Conducts special studies.

QUALIFICATIONS

Knowledge of:

- Structure of various agencies in order to understand the working relationships between national, state, local, and private organizations.
- Departmental regulations, procedures and work methods.
- Basic report writing techniques including English usage, spelling, punctuation and grammar.
- General office record keeping and filing methods.

Ability to:

- Learn basic chemical concepts related to hazardous materials, basic evidence collection techniques and basic photography methods.
- Understand and learn to apply codes, ordinances, laws, rules, regulations and policies.
- Understand and follow verbal and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and accurate reports.
- Communicate effectively, both orally and in writing.
- Operate a variety of office equipment, including computers.
- Work effectively on multiple tasks.

Experience and Training:

Sufficient training and experience which demonstrates the possession of the knowledge and abilities or the ability to gain the experience, training and knowledge required to perform the essential job functions. Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical method to obtain the required knowledge and abilities would be:

Experience:

- Four (4) years of full-time experience in fire prevention inspection or other related work.

Training:

- Completion of at least 30 units at an approved college with course work in fire science, public administration or related field.

License or certificate:

- At date of appointment must possess a valid California Class C Drivers License and have a good driving record.
- High school diploma or equivalent.

Preferred Education and Experience:

- Possess an AA, AS or higher degree from an approved college or university.
- Penal Code, Section 832, certification.
- State Fire Marshall Certification Tracks:
 - ▶ Fire Prevention Officer - 1A, 1B, & 1C
 - ▶ Fire Prevention Specialist - 2A, 2B, & 2C

WORKING CONDITIONS

- On a continuous basis, work both indoors and outdoors and travel in assigned vehicle.
- On an occasional basis is exposed to dust, noise, smoke, fumes, oils, grease, equipment vibration, machinery with moving parts, moving objects or other vehicles, wet and slippery surfaces.
- May involve contact with the public under stressful conditions.
- Conduct field inspections in varying climate and temperature conditions.
- Lifting and operating assigned equipment.

Physical requirements:

- Walk on uneven and/or slippery surfaces.
- Reach for items above the head and below the feet.
- Climb up and down ladders.
- Enter confined environments.
- Move quickly and easily, crawl, stoop or bend.
- Visual acuity sufficient to read gauges and observe conditions at inspection sites in a variety of lighting conditions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time.