

FIRE PREVENTION SPECIALIST I/II

DEFINITION

To perform a variety of non-hazardous fire prevention office and field work.

DISTINGUISHING CHARACTERISTICS

<u>Fire Prevention Specialist I:</u> This is the entry level class in the Fire Prevention Specialist series and is distinguished from the level II by the lack of responsibility for performing the full range of duties assigned to the II level. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Fire Prevention Specialists I are normally considered to be on a training status, and as assigned responsibility and breadth of knowledge increase with increased experience, may reasonably expect their positions to be reassigned to the next higher class of Fire Prevention Specialist II.

<u>Fire Prevention Specialist II:</u> This is the journey level class in the Fire Prevention Specialist series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION

General supervision is provided by the Fire Marshall or his/her designee. Technical or functional supervision may be provided by higher level fire personnel.

Fire Prevention Specialists II may receive assignments that include indirect supervision of other less experienced personnel/temporary workers.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Inspect all kinds of private and public buildings for compliance with pertinent life-safety, building, and fire-safety standards as mandated by Federal, State, and City Codes.

Conduct plan review, fire flow calculations, pipe installation, hydrostatic tests, and final inspection for residential sprinkler systems.

Implement and maintain department permit program.

Inspects and directs the testing of fire protection and detection systems for proper operation and maintenance.

Conduct plan review and final inspection test of fire protection and detection systems for proper operation and maintenance.

Respond to citizen complaints and requests for information and assistance.

Lecture to groups on fire-safety, evacuation, use of portable fire extinguishers and other informational/educational subjects.

Assist with the planning and presentation of fire safety programs for the community.

May be assigned specific projects or assignments such as weed abatement, community safety complaint assistance, fireworks safety, flammable liquid storage tanks and other hazardous materials, and licensed day care inspections.

Maintain or assist in record maintenance of incidents, inspections and other reports.

Prepare or assist in preparation of reports as necessary.

QUALIFICATIONS

Fire Prevention Specialist I

Knowledge of:

English grammar and report writing techniques.

Mathematics sufficient to compute fire prevention statistics.

Computer data entry skills.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Learn the operating procedures and details of the fire prevention function of the City's Fire Department.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

License or Certificate:

Possession of a valid California Driver's license.

Fire Prevention Specialist II

Knowledge of:

Codes pertaining to fire safety, life safety and building construction.

Hazardous materials, use and storage

Basic fire science and fire terminology

Ability to:

Understand, interpret and enforce fire and life safety codes and regulations.

Assist in fire investigations.

Maintain records and prepare reports.

Respond effectively, orally and in writing, to citizens' inquiries and complaints. Establish and maintain cooperative working relationships with fire department personnel and others encountered in the course of work

Experience:

Two years of fire prevention experience in a governmental fire agency.

Education and Training:

Certification as a Fire Prevention Officer I through the State Fire Marshal's office or the completion of 15 units or a comparable number of hours in Fire Science related courses with emphasis in Fire Prevention, Fire Protection and Fire Investigation.

Human Resources

Council Action: August 95