FIRE SAFETY SPECIALIST

AGENCY/DEPARTMENT:
Fire/Fire Prevention

Approved By HR Director: Linda Matthews
Date Approved: 05/25/2005
Date of Last Revision:

Reports to: Fire Captain/Deputy Fire Marshal
Supervises: N/A

JOB SUMMARY: Under general supervision, performs inspection and enforcement work on commercial, industrial, residential, state-regulated and public assembly buildings to ensure compliance with federal, state, and local codes and regulations governing fire and life safety; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Inspects commercial, industrial, residential, state-regulated and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and general compliance with fire prevention codes, laws and regulations relating to hazardous materials and fire and life safety.
2. Prepares and maintains records and reports.
3. Investigates complaints concerning alleged code violations.
4. Operates a City vehicle in the performance of job duties.
5. Researches and responds to technical fire and life safety questions from the general public.
6. Presents public education on fire and life safety to schools, factories and businesses.
7. Provides instruction on the use of fire extinguishers, alarm systems, proper fire and chemical storage safety precautions and other fire protection equipment requirements.
8. Issues notices of violation and citations; assists in the legal process to gain code compliance.
9. Interviews juvenile fire setters and their families; provides education on the dangers of playing with fire.
10. Remains abreast with current knowledge of developments in the field, maintains contact with professional and trade associations and performs related research.
11. Acts as liaison to federal, state and local agencies in securing abatement of nuisances and other outdoor fire and life safety hazards.
12. Designs and/or maintains public educational information materials.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years in fire prevention, code enforcement, loss prevention, or a closely related field.

KNOWLEDGE OF:

- Uniform Fire Code and Building Code, National Fire Protection Association, State of California Title 19 and 24 and other applicable laws and ordinances regarding fire prevention, hazardous materials storage, handling and use.

- Building, construction, fire sprinkler and alarm systems.
- Building plans and specifications.
- Principles, practices and techniques of fire prevention.

ABILITY TO:

- Read fire sprinker, fire alarm, construction and site plans and other applicable plans for code compliance.
- Recognize improper storage, use and handling of various commodities and potential hazards during field inspection.
- Communicate effectively with co-workers, supervisors, management, the public and other department representatives, both orally and in writing.
- Establish and maintain cooperative working relationships with other employees, officials and the public.
- Operate personal computer to utilize word processing and other applicable software applications.
- Work independently in a fast-paced environment.
- Plan, organize, schedule and complete projects and tasks within assigned timelines.
- Make effective oral presentations.
- Develop educational materials.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- Successful completion of coursework equivalent to Fire Prevention 1A and Fire Prevention 1B.

DESIRABLE:

- Technical training and/or experience in fire prevention and investigation, related codes and ordinances, fire protection systems and specialized fire protection equipment.
- Knowledge of field investigation methods and techniques.
- Ability to read and understand blueprints.
- Graduation from a fire inspection academy.

FLSA Exemption Status: Non-Exempt
Employee Unit: Unit 5, Technical/Professional Services
DOT Program Participant: No
Job Family: Fire - Non-Sworn