

DEFINITION:

A public safety employee who, under general direction, manages a division, element or function of the City's Fire Prevention Bureau. Conducts routine and enforcement inspections; conducts building, fire suppression systems, and fire alarm system plan reviews; performs fire investigation duties regarding cause and origin; facilitates public education through various public media events; conducts hazardous materials inspections; and conducts personnel training. Additionally, works with Building and Planning Departments to effectively implement fire and life safety codes through the unified permit process.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Conduct fire and life safety plan reviews and inspections of various businesses and buildings to ensure they comply with local, State and National codes. Additionally, ensure hazardous occupancies are properly inspected and comply with local, State and National fire code regulations.

Measures: Meets time requirements for reviewing project and returning comments to the builder or developer. Keep violations of code and substandard buildings at a minimum.

2. Conduct fire investigations in order to determine the origin and cause of fires; establish the element of the crime of arson; collect evidence; conduct interviews; write reports; work effectively with the local, state and federal law enforcement agencies, and the District Attorney's office; and testify in court.

Measures: Responds as Backup Investigator as assigned and presents criminal cases professionally to the District Attorney's Office; investigation reports and procedures shall comply with NFPA 921.

3. Facilitate public relation and education of Department goals and objectives using various media avenues currently available.

Measures: Positive and negative feedback from the various target audience.

4. Act as an assistant Emergency Operations Center Facilitator for the City.

Measures: Ensures the Emergency Operations Center is open and adequately equipped to conduct emergency operations when necessary or in the absence of the Fire Marshal.

5. In the absence of the Fire Marshal, attend and present at various meetings.

Measures: Attends and presents at the Board of Administrative Review, Planning Commission and City Council meetings.

6. Investigate, resolve and perform follow-up review of public and contractor complaints regarding fire or life safety concerns.

Measures: Prompt elimination or reconciliation of the concern.

7. Conduct specific plan reviews and field inspections on various automatic fire suppression systems and fire alarms systems; assist builders and developers in recognizing the fire and life safety standards.

Measures: Meets the time requirements for reviewing the project and returning comments to the builder or developer.

8. Perform code development and enforcement.

Measures: Brings before the governing body(ies) fire regulation updates and other fire code ordinances and regulations necessary to ensure the health and safety of the citizens.

9. Perform related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Local, State and National fire prevention and State building codes; fire investigation techniques and plan review of building, fire suppression and alarm systems.

##### Ability to:

Interact effectively with the public and other employees; represent the fire service point of view when interacting with the Building and Planning Department, the Board of Administrative Review, the Planning Commission, City Council, and other local, state and federal agencies; recognize the other person's or agency's point of view and effectively resolve any differences of opinion or code/regulation interpretation in a professional and non-confrontational fashion; conduct plan reviews for fire code and building code compliance; produce well-written reports in formats that meet the needs of City policy, department policy, the District Attorney's office and the public.

##### Education:

Any combination of training and experience that provides the required knowledge, skills and abilities. Typical education would include the equivalent of an Associate of Arts Degree from an accredited college or university in: Fire Technology, Fire Protection and Engineering, building trades, or Public Administration. A Bachelor's Degree from an accredited college or university is desirable.

Significant formal course work from an accredited school, college or university in the fields of fire technology, fire protection and engineering, engineering, planning or public administration may be applicable in meeting the requirements for education.

Experience:

Typical experience would include four years increasing responsibility as a Fire Prevention Officer, Fire Investigator, or Plans Examiner, including evidence of increasing job responsibilities.

Special Requirements:

Possession of the appropriate valid California driver's license, or the ability to acquire one within ten days of employment.

Fire Inspector certification from Uniform Fire Code (UFC) or International Fire Code (IFC) or equivalent within one year of appointment.

Successful completion of PC 832 within one year of employment.

Fire and Life Safety Plans Examiner certification in International Building Code or equivalent within three years of appointment.

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