FIRE PREVENTION INSPECTOR

Definition:

Under general supervision performs a variety of technical fire prevention inspection and enforcement duties; ensures compliance with applicable fire and life safety codes and ordinances; conducts fire cause investigations; checks building plans and sprinkler system installations; makes presentations and provides information to the public regarding fire safe practices; assists local businesses with compliance questions and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Inspects a variety of buildings and facilities including residential, commercial, industrial buildings/structures and public facilities for compliance with fire safety codes and ordinances.

Investigates and determines cause(s) of fires; collects evidence and photographs fire scenes.

Prepares detailed and comprehensive inspection and other reports.

Advises others regarding requirements involving hazardous processes and operations such as hazardous chemicals, flammable liquids and highly combustible materials.

Issues warnings and notices and appears in court as needed.

Works with the Police Department to recommend the arrest of suspects and the filing of criminal charges.

Checks a variety of plans including the installation of sprinkler systems, fire alarm systems and other fire protection devices and equipment.

Collects, analyzes and evaluates a variety of technical data.

Investigates complaints from a variety of sources; determines if a hazard or violation exists and initiates appropriate corrective action.

Provides technical assistance to City staff, contractors, architects, engineers, developers and the public.

Inspects and tests fire protection and extinguishing systems including sprinkler installations, hood and duct systems, fire alarm and smoke and heat systems.

Counsels juveniles involved in fire related situations.

Develops and participates in public information and education programs and prepares pamphlets, brochures and other informational/educational materials.

Makes oral and written presentations and gives demonstrations before groups.

Stays current on applicable codes, regulations and new or alternate fire/life safety technologies.

Operates a personal computer and uses applicable software to enter and retrieve data and prepare a variety of reports, correspondence and other data.

Uses a camera and basic hand tools to include a screwdriver and wrench.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

May assist in the training of other staff in fire prevention/inspection techniques.

Class Characteristics:

Fire Prevention Inspector is a single incumbent, non-safety class in the Fire Department with duties related to fire cause investigation and fire prevention inspections. The Fire Prevention Inspector performs inspections and enforcement activities with minimal supervision. Assigned duties require judgment and initiative.

Contacts and Relationships:

The Fire Prevention Inspector establishes and maintains contact with staff in the Fire Department. Regular contact will occur with business owners/operators and their representatives, contractors and consultants requiring diplomacy and tact when dealing with non-compliance issues. Additional contact will occur with governmental/local agencies involved in fire inspection/investigation and other City staff. Contact with the public will occur during the course of some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices, methods and techniques of fire safety education, fire cause investigation and fire prevention/inspection.

Applicable laws, codes and regulations regarding fire protection and detection systems and equipment.

Fire protection/detection and fire alarm system design and implementation.

Safety standards and methods of building construction.

Fire causes and fire behaviors/effects.

Effective customer service/public contact skills.

Intermediate math related to area assigned.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Understand, interpret and apply applicable codes, laws and regulations.

Read and understand building plans, blue prints and specifications to include those related to fire sprinkler and fire alarm systems.

Make mathematical computations associated with verifying fire protection system design.

Perform a variety of difficult and complex inspections/investigations related to fire safety and on fire scenes/incidents.

Understand and carry out oral and written instructions independently and use independent judgment and initiative.

Gather, research and analyze complex data and write correspondence and comprehensive reports.

Communicate effectively orally and in writing and make oral and written presentations.

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

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education: Associates Degree from an accredited college in Fire Science, Fire Technology or a closely related field.

AND

Experience: Two years of responsible experience conducting regulatory compliance Inspections to include some experience investigating fire scenes and some experience related to the review of plans for fire protection/fire alarm systems.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and a valid and appropriate California Drivers License throughout employment in this position.

Certification as a Fire Inspector by a source acceptable to the City within six months of employment in this position.

Must be able to work a flexible schedule to accommodate City needs to include evenings, weekends and overtime.

Possession of or ability to obtain a valid Penal Code 832 certification within six months of employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Fire Protection Inspector file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment, at a public counter and in the field performing inspections/investigations. When on-site field work is performed there may be full exposure to the elements. The incumbent uses a computer keyboard and screen, a camera and basic hand tools, drives a vehicle on City business and sits, stands, walks, kneels, crouches, twists, climbs stairs, ladders and inclines, bends, crawls and reaches and pulls, pushes, grasps and may lift and move boxes of records and other items weighing 30 pounds or less and uses a breathing apparatus as needed. The incumbent may work on rooftops, walk on slippery/uneven surfaces and slopes, be exposed to wet or damp conditions, extreme noise, grease and oil, fumes, construction site dirt and dust and fire scene hazards to include products of combustion and smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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