

FIRE PREVENTION SPECIALIST SERIES

Definition:

Under general supervision, performs technical fire prevention inspection and enforcement tasks to ensure compliance with applicable codes to include state and local fire, life/safety and building codes and ordinances; provides information to the public regarding fire safety practices and procedures and performs related work as required.

Class Titles

**Fire Prevention Specialist I
Fire Prevention Specialist II
Fire Prevention Specialist III**

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Inspects single story, multi-story and high rise commercial and industrial buildings and private and public facilities to determine compliance with fire safety codes and ordinances.

Identifies and recommends correction of common fire and life safety hazards, issues notices, warnings, and written evaluations.

Checks building plans and installation of sprinkler systems, fire alarms systems and other fire protection devices and equipment for compliance with applicable codes.

Verifies a variety of other plans and issues permits as required.

Performs new occupancy inspections and verifies business licenses as needed. Inspects hospitals, care facilities and other licensed occupancies.

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

Uses a personal computer and applicable software to prepare detailed inspection reports and a variety of other reports and correspondence.

Advises a variety of individuals on requirements related to hazardous processes and operations regarding hazardous chemicals, flammable liquids, and highly combustible materials.

Collects, analyzes, and evaluates data.

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

Makes oral and written presentations and gives demonstrations to a variety of groups and operates audio-visual equipment.

Maintains inspection records including technical and statistical data.

Responds to public inquiries and complaints related to fire safety matters, investigates complaints, and performs follow up work on complaint resolution.

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

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Fire Prevention Specialist Series is a non-sworn technical series in the Fire Department with duties specifically related to the inspection of a variety of structures for compliance with applicable codes and ordinances. A Fire Prevention Specialist works under general supervision and all levels of the series perform the majority of duties. Fire Prevention Specialist I is an entry level position. Fire Prevention Specialist II is a journey level position and handles more complex inspections than a Fire Prevention Specialist I and is responsible for enforcement activities. Fire Prevention Specialist III is a senior level position and assists with origin and cause fire investigations, weed abatement, and new construction inspections.

The guidelines for an incumbent Fire Prevention Specialist I to advance to Fire Prevention Specialist II includes having gained the necessary knowledge, skills, and experience, as well as a current performance rating of "Exceeds Expectation" or better and two years as a Fire Prevention Specialist I with the City of Fullerton. City Manager approval is required for said advancement.

The guidelines for an incumbent Fire Prevention Specialist II to advance to Fire Prevention Specialist III includes having gained the necessary knowledge, skills, and experience, as well as a current performance rating of "Exceeds Expectation" or better and three years as a Fire Prevention Specialist II with the City of Fullerton. City Manager approval is required for said advancement.

Qualification Guidelines:

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

Fire Prevention Specialist I

Knowledge of:

Investigative principles and practices; research methods and techniques.

Methods of making oral presentations to groups.

Techniques for providing a high level of customer service and resolving conflict.

Basic report writing techniques utilizing proper spelling, grammar and punctuation.

Modern office practices, methods, and computer equipment and applications related to the work.

AND

Ability to:

Learn, interpret, explain, and enforce applicable fire and City codes and ordinances.

Learn to read and comprehend plans and specifications.

Learn practices, procedures, and methods used in fire inspection.

Learn procedures and applications used in various types of construction.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Analyze, compile, and evaluate data.

Communicate effectively orally and in writing; read and write at the level required for successful job performance.

Understand and follow oral and written directions independently; handle job stress and maintain composure in public settings; meet the public with tact and courtesy. Prepare clear and concise reports and correspondence and record data.

Operate modern office equipment including computer equipment and applicable and specialized software.

Organize work, adhere to multiple deadlines, and handle multiple projects.

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

Education and Experience:

Any combination of education, training, and experience that would likely provide the

knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

Graduation from high school. College course work or formal training in Fire Science, Fire Technology or a closely related field is helpful but not required.

AND

One year of direct and responsible public contact work to include making oral presentations to groups. Some inspection/investigation related experience is helpful but not required.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this class series. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

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

The City of Fullerton's Conflict of Interest Code requires that a Fire Prevention Specialist file financial disclosure statements in accordance with state and local laws.*

Possession of or ability to obtain a Penal Code 832 certification within 6 months of assignment to the position.

Per California Government Code §3100 - 3109, all public employees are declared to be Disaster Service Workers and must take and subscribe to the oath or affirmation as required.

Fire Prevention Specialist II

Knowledge of:

Items listed under "Knowledge of" for Fire Prevention Specialist I plus the following:

Practices and procedures used in Fullerton Fire Department inspections.

Applicable codes and ordinances.

AND

Ability to:

Perform those items listed under "Ability to" for Fire Prevention Specialist I plus the following:

Interpret and enforce applicable codes and ordinances.

- Comprehend plans and specifications.
- Use independent judgment and initiative.
- Identify fire hazards and recommend corrective actions.
- Gain cooperation and compliance through tactful persuasion.
- Apply technical knowledge and follow appropriate inspection techniques.
- Perform journey-level fire prevention inspection for a variety of buildings.
- Prepare, coordinate and present training programs to a variety of individuals.

Education and Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

- Associate degree from an accredited college in Fire Science, Fire Technology or a closely related field.

AND

- Two years of experience as a Fire Prevention Specialist I with the City of Fullerton or equivalent position with a municipality or county.

- Certification as a Fire Inspector I and II by the International Code Council is preferred, but not required.

Special Requirements:

Those items listed under "Special Requirements" for Prevention Specialist I plus the following:

- Certification as a Fire Inspector 1 by California State Fire Training within 12 months of assignment to the position.

- Certification as a Fire Inspector 2 by California State Fire Training within 24 months of assignment to the position.

Fire Prevention Specialist III

Knowledge of:

Items listed under "Knowledge of" for Fire Prevention Specialist II plus the following:

- 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 origin and cause investigation standards including investigates and determines cause(s) of fires; collects evidence and photographs fire scenes.

Weed abatement policy and procedures; education and enforcement techniques to achieve compliance.

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

AND

Ability to:

Perform those items listed under "Ability to" for Fire Prevention Specialist II plus the following:

Read and understand building plans 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.

Generate applicable reports based upon fire investigations commensurate with industry standards.

Education and Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

Associate degree from an accredited college in Fire Science, Fire Technology or a closely related field.

AND

Three years of experience as a Fire Prevention Specialist II with the City of Fullerton or equivalent position with a municipality or county.

Certification as an Inspector I and II by the International Code Council is preferred, but not required.

Special Requirements:

Those items listed under "Special Requirements" for Prevention Specialist II plus the following:

Completion of Fire Investigator 1A, 1B, and 1C through California State Fire Training
Completion within 12 months of assignment to the position.

Physical Tasks and Working Conditions Include the Following:

Work is performed on site in a variety of buildings/structures when performing inspection duties and in an office environment. When work is performed in the office, an incumbent will sit for periods of time and use a computer keyboard and screen. When work is performed on site, an incumbent may be exposed to the elements, stand and walk on slippery/uneven surfaces, kneel, crouch, twist, climb ladders and inclines, reach and bend, crawl, work in confined spaces, grasp, push, pull, lift and carry educational material and other items weighing 35 pounds or less. An incumbent drives a vehicle on City business and may be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards, and smoke. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised January 2023 (Combined Fire Prevention Specialist I/II and Fire Prevention Inspector)

*Added February 2005

Revised July 2002

Revised November 1980