

# CITY OF LOMA LINDA



## Fire Prevention Inspector

LAST REVISED: October 2019

### DEFINITION

Under general supervision, the Fire Prevention Inspector participates in a full range of fire prevention, inspection, code enforcement and fire prevention program development activities in support of the Fire Prevention Division; and performs related work as needed.

### CLASSIFICATION

Fire Prevention Inspector, non-Exempt classification; Reports to Fire Marshal/Battalion Chief and higher level sworn staff as designated by the Fire Chief; Exercises supervision of department volunteers.

### CLASS CHARACTERISTICS

The Fire Prevention Inspector is a non-sworn employee who conducts the department's fire prevention and inspection program functions. Under general direction of the Fire Marshal, the Fire Prevention Inspector works independently to complete special projects, routine assignments, and community outreach in support of the Fire Prevention Division. The Fire Prevention Inspector has primary responsibility for: fire code compliance through plan review, inspection of installed fire safety systems, hazardous materials and vegetation management; and public education in Fire Prevention codes, ordinances and compliance.

### EXAMPLE OF DUTIES

The following duties are typical for the class; incumbents may be required to perform duties additional to those set forth in the description.

*Duties may include, but are not limited to, the following:*

1. Establish and coordinate a fire safety inspection program and participate in the inspection of buildings and equipment for fire hazards, proper operation of suppression devices, adequacy of fire exits, and general compliance with fire code provisions.
2. Inspect the installation and maintenance of fire hydrants and extinguishing equipment; maintain records of the inspection, registration, and repair of all fire hydrants.
3. Establish and coordinate a fire safety inspection program and participate in the inspection of buildings and equipment for fire hazards, proper operation of suppression devices, adequacy of fire exits, and general compliance with fire code provisions.
4. Read, interpret, explain, and apply a wide range of laws, codes, ordinances, regulations and standards related to fire prevention and make sound recommendations to department leadership, businesses and the general public.
5. Conduct investigations of reported fire hazards; perform and participate in routine field inspections; recognize conditions that constitute code violations and take the necessary corrective action; Maintain accurate records and prepare written reports, presentations, and educational material related to fire prevention department function; present material to a variety of audiences.

6. Collect, analyze and evaluate data and prepare comprehensive reports, correspondence and education material; compile information and reports on inspections, field notes, and any actions taken with respect to fire prevention such as issue notices of violations and citations for code violations and prepare summary information reports for management.
7. Provide technical assistance to fire companies and the general public, exercising effective customer service skills such as tact and diplomacy in dealing with sensitive matters; work with state and local governmental agencies for compliance and enforcement of fire codes and standards, weed and rubbish abatement, and hazardous materials disclosure and enforcement.
8. Learn and evaluate the needs within the community in order to plan, develop and implement fire prevention program.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local, county, state, and federal laws and regulations relating to fire prevention and life safety, and associated codes and ordinances
- Fire safety hazards; basic principles of fire science and fire behavior
- Effective public relations practices and techniques of public speaking
- Principles of effective customer service
- Business letter writing and communication; English usage, spelling, punctuation and grammar; basic arithmetic functions; report writing and research methods
- Use and operation of computers and standard business software, including word processing, spreadsheets, database and e-mail applications

Skill to:

- Independently perform fire inspection duties, including interpretation and application of policies and procedures, codes, regulations and laws
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
- Read, interpret, explain, and apply a wide range of laws, codes, ordinances, regulations, and standards related to fire prevention and life-safety
- Analyze facilities, identify deficiencies and recommend effective fire and life safety corrective actions
- Communicate clearly and effectively both orally and in writing; Develop and deliver a variety of educational programs to diverse groups of various ages
- Conduct inspections and investigations, recognize conditions that constitute code violations and life safety hazards and adopt effective resolution processes

Ability to:

- Make sound independent judgments within established guidelines
- Learn to perform technical specialized work related to fire and life safety code enforcement
- Maintain accurate records and prepare clear and concise correspondence, reports, promotional material and documentation
- Keep punctual attendance; practice ethical conduct; effectively manage stress

#### QUALIFICATION AND EXPERIENCE GUIDELINES

Requirements:

- Must be 18 years of age
- Possess & maintain a current valid CDL *class C* as a condition of employment

Education:

- High school diploma or G.E.D.
- A minimum of fifteen semester units from an accredited college or university in Fire Science, Fire Prevention, or closely related fields\*. Successful completion of the Fire Inspector I task book is required by the end of the 12-month probationary period.
- Fire Inspector 1A, 1B, 1C, 1D, or Fire Prevention 1A, 1B, 1C
- Highly Desirable: Associates degree in related field
- The education requirement may be substituted by directly related work experience in Fire Prevention on the following basis: 6 months related experience is equivalent to (15) semester units. *Substitution is allowable at the discretion of the Fire Chief.*

Experience:

- Fire Suppression, Fire Prevention, or closely related fields\*
- Highly Desirable: Two (2) years of experience working with the public, which may include experience interpreting and explaining laws, rules, and/or policies and experience working with a variety of office software.

*\*Closely related fields are considered: fire suppression, code enforcement, building construction, public relations, chemistry.*

SPECIAL REQUIREMENTS/ WORK ENVIRONMENT

*Essential functions and duties require the following physical abilities and work environment*

- Successfully complete the required 12 month probationary period
- Refrain from smoking tobacco either on or off duty
- Pass a physical examination, including drug screen at time of appointment; able to lift and or move up to 25 lbs.; vision abilities consistent with DMV requirements (close vision, distance vision, and adjust focus).
- While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment.
- Required to routinely make presentations to a variety of audiences.
- Operate in a standard office environment and requires occasional works in outside weather conditions.
- Frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms; occasionally required to climb, balance, stoop, kneel, and crouch.
- Occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.
- Occasionally exposed to a variety of extreme conditions at construction job sites. The noise level can be loud.
- Required to travel to local areas throughout the day; occasionally, some out-of-area travel and overnight may be expected during training or special events.

OTHER DUTIES

Duties, responsibilities and activities may change at any time with or without notice.

*This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the described position*

Employee \_\_\_\_\_

Date \_\_\_\_\_