

**DECEMBER 2015**

**CITY OF ROCKLIN**

**FIRE PREVENTION OFFICER**

Salary Range: 29 (Confidential Salary Schedule)

**DEFINITION**

Under general direction of the Fire Chief or designee, this non-sworn uniformed position performs a variety of fire prevention activities of a complex nature including conducting inspections of buildings and facilities for compliance with fire and life-safety codes and regulations; reviewing construction plans for compliance with various codes, regulations, and standards; promoting community awareness of public safety, emergency preparedness, and fire prevention issues; establishing and coordinating fire prevention and education programs; performing related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive general direction from the Fire Chief, and exercise technical and functional supervision over assigned staff and/or volunteers.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced-journey level classification where incumbents are expected to complete the work using independent judgement while working under minimal supervision.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Prepares fire prevention policies, procedures, and programs as necessary to ensure compliance with local, state, and federal laws, rules, ordinances, and regulations.
- Drafts recommendations for codes, standards and/or ordinance changes related to fire prevention, weed and nuisance abatement; develops operational guides and training programs; oversees programs to accomplish those objectives.
- Plans, directs, and participates with Departmental management regarding the provision of fire and life safety services.
- Reviews public, commercial, industrial, and residential construction documents and building plans of proposed structures for compliance with all codes and ordinances that pertain to fire, life safety, and emergency vehicle access; makes recommendations for revisions and improvements.
- Performs fire life safety inspections on existing buildings; determines compliance with applicable codes, standards and ordinances; makes recommendations and corrections relative to code and ordinance requirements.
- Implements various codes and ordinances pertaining to building design, construction, life safety equipment and fire protection systems.
- Issues inspection and violation notices and follows up as required to ensure compliance.
- Assists property, building owners, and tenants in resolving code violations and corrective actions to the satisfaction of the community and stakeholders.
- Researches, prepares, and issues fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies.
- Coordinates, develops, and maintains records of inspections for all buildings and ensures inspections are completed.
- Conducts flow testing to verify fire extinguishing and water delivery system functionality.
- Promotes and maintains Knox key access system into commercial buildings and sites.

- Issues permits and ensures compliance with the storage and handling of hazardous materials as required by California building code and city ordinance in cooperation with Placer County Environmental Health.
- Plans and conducts educational programs on fire safety, water safety, injury and fall prevention; speaks before school groups and other organizations on public safety, and fire prevention.
- Develops and disseminates fire safety and code compliance materials and assists with public safety programs.
- Represents the City and Fire Department in code compliance and educational relationships with the public, community groups and other organizations.
- Attends a variety of continuing education classes, seminars, and/or meetings to remain current on applicable codes, regulations, policies, and procedures.
- Provides technical advice and assistance as requested to chief and company officers regarding life and safety requirements.
- Manages the administration of contracts and financial billing information for outside consultants and contracted fire prevention services.
- Verifies compliance of local and state regulations that pertain to wildland defensible space and vegetation management, the sale and use of safe and sane fireworks, and public firework shows.
- Attends various board, commission and committee meetings.
- Provides assistance and training on various fire prevention activities to fire personnel.
- Performs administrative support duties pertaining to highly confidential and sensitive information such as internal investigations, disciplinary procedures, and labor relation matters.
- Prepares detailed and often confidential correspondence, reports, and forms.
- Serves within qualified functions in the City's Emergency Operations center during local, state, or federal emergencies.
- Operates modern office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Directs, coordinates, and reviews the work of office support staff on a project or day-to-day basis; trains staff in work procedures.
- Participates and assists in the administration of a department budget; prepares budget reports, compiles annual budget requests, and recommends expenditure requests for designated accounts.
- Researches, compiles, and analyzes data for special projects and various reports; assists in the preparation of City Council agenda items including the preparing of material and data.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Federal, state, and local codes and ordinances pertaining to fire and life safety, and building construction
- Various codes and ordinances pertaining to building design, construction, life safety equipment and fire protection systems

- Principles and practices of fire protection systems as applied to local standards, codes, and ordinances
- Modern methods, techniques, and building materials used in the design and construction of a wide variety of building and fire protection systems
- Fire Department policies and procedures
- Fire extinguishing and detection systems and types and uses of portable fire extinguishers
- Principles and practices of basic fire science, fire technology, and fire behavior
- Principles and practices of building inspection for fire safety compliance
- Proper methods and procedures involved with the inspection of residential, commercial and other facilities, or property for fire prevention
- Principles and practices of the National Incident Command System (NIMS)
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Organization and function of public agencies, including the role of a City Council, the Fire Chief and appointed boards and commissions
- Educational methodology as it relates to fire safety education and training theories and practices including the development of lesson plans
- Principles and practices of public sector budgeting, and accounting, including basic budget preparation and monitoring, cash control and related accounting practices
- Standard office administrative practices and procedures, including the use of standard office equipment
- Business letter writing and the standard format for reports and correspondence
- Computer applications related to the work, including word processing, database and spreadsheet applications
- Records management principles and practices
- Business arithmetic and basic statistical techniques
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone

**Ability to:**

- Understand, interpret, apply, and enforce federal, state and local fire and life-safety codes and regulations with impartiality and efficiency
- Read, interpret and explain development plans, construction drawings and specifications fire protection system plans, fire building codes, and technical reports
- Detect deviations from plans, regulations, and standard construction/fire prevention practices
- Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials
- Provide necessary oversight for fire prevention inspection and education programs for the department

- Conducts functional tests and field inspections of fire detection and suppression systems at construction sites
- Understand legal descriptions and boundary maps of real property
- Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints
- Develop and administer policies and procedures
- Interpret and make decisions in accordance with laws, regulations, ordinances, and policies
- Plan, organize, schedule, assign, review and provide input into the evaluation of the work of staff
- Identify and implement an effective course of action to complete assigned work
- Inspect the work of others and maintain established quality control standards; train others in proper work procedures
- Provide confidential and responsible administrative work requiring the use of independent judgment, tact and discretion
- Understand the organization and operation of the City, the Fire Department, and of outside agencies as necessary to assume assigned responsibilities
- Direct and participate in advanced administrative, fiscal, budgetary, and operational activities
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures
- Perform research and prepare reports and recommendations
- Establish and maintain a complex and extensive records management system for the assigned department
- Take a proactive approach to customer service issues in a professional manner
- Organize own work, coordinate projects, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- An associates degree from an accredited college or university in fire technology, fire science, or a related field.
- A bachelor's degree from an accredited college or university with major coursework in fire technology, fire science, public or business administration, engineering, or a related field may be substituted for one year of the required experience.

**Experience:**

- At least two (2) years of responsible experience working in a public safety environment and/or performing fire prevention work

**License and Certificate Requirements:**

- Successful completion of California State Board of Fire Services courses Fire Inspector 1A, 1B, 1C, 1D, and Fire Investigation 1A and 1B.
- A Certificate of Completion of Hazmat First Responder Operations Training.
- A valid California class C driver's license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Successful completion of ICS 100-Introduction to the Incident Command System and ICS-200-ICS for Single Resources & Initial Action Incidents within six months of appointment.

**GENERAL QUALIFICATIONS**

**Physical Requirements:**

Incumbents must possess mobility to work in a standard office and use standard office equipment, including a computer; inspect City development sites, operate a motor vehicle and visit various City and meeting sites; mobility to traverse uneven terrain, climb ladders, stairs, and other temporary or construction access points; stand, stoop, bend, walk, climb and kneel to perform fieldwork; vision to read handwritten and printed materials and a computer screen; color vision to identify materials, structures, wires and pipes; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, calculator, and to operate standard office equipment; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information, and occasionally lift and carry reports and records that typically weigh up to forty (40) pounds.

**Working Conditions:**

Employees are required to wear a uniform and work in the office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work weekends, holidays, and evenings.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.