


JOB DESCRIPTION	
City of Patterson  Human Resources	FIRE PREVENTION INSPECTOR

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited supervision from the Fire Chief, the Fire Prevention Inspector performs fire inspection and fire prevention activities; enforces fire codes, laws and regulations related to fire protection, prevention and safety; inspects new and existing buildings and a variety of structures, sprinkler systems and alarm systems; conducts plan and specification reviews to ensure compliance with fire codes; enforces the City and Fire District's weed abatement ordinance; develops and administers the Department's public fire safety education programs and public relations programs; investigates routine complaints of fire/life safety hazards; establishes and maintains a variety of records and files on program activities; conducts research and writes a variety of reports; and performs related duties as required,

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from the Fire Chief or designated Department manager.

Does not exercise supervisory responsibility, but may provide direction and guidance to less experienced staff to coordinate work efforts.

ESSENTIAL DUTIES

- Typical essential duties may include, but are not limited to, the following:*
- Conducts inspections of new construction and existing buildings to ensure compliance with fire, life safety and related codes.
 - Inspects fire escapes, emergency exits, fire and smoke alarms, sprinkler systems, hood systems and other sophisticated fire protection equipment to verify proper operation and to ensure compliance with applicable codes and standards.
 - Reviews plans and specifications for new construction, alterations/additions, and various types of fire protection equipment as part of the permit application process to ensure compliance with applicable codes and regulations.
 - Confers with architects, engineers, developers, contractors, property owners and the public on matters related to fire prevention, code enforcement and hazardous material storage and disposal.
 - Conducts oral presentations and provides information and training on fire prevention, fire and life safety issues

and related codes and ordinances to citizens, school and other civic groups as part of the Department's public education and public relations programs.

Establishes and maintains files and records on inspection activities, programs and investigations.

Prepares correspondence; conducts research, compiles information and develops a variety of reports.

Receives and processes complaints of fire hazards and issues citations as appropriate.

Responds to fire emergencies as directed to provide technical support to line personnel.

Attends training courses and meetings of professional organizations to maintain currency in the field of fire prevention and fire and life safety.

Performs related duties as required or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices and techniques of fire prevention; Federal, State and local laws, codes, ordinances and regulations related to fire prevention and enforcement, hazardous materials storage and building construction; building materials, construction and the principles of combustion; fire protection and suppression systems, materials and equipment; proper storage and handling of explosives and flammables; fire inspection practices and methods, including techniques of dealing with the public in stressful situations; the legal processes involved in collecting evidence, preparing cases and prosecuting violators of fire laws; business English including spelling, grammar, vocabulary and report writing standards; mathematics related to calculating fire protection and suppression system requirements.

Ability to: Perform thorough and accurate facility inspections for code enforcement efforts; read and interpret building plans and specifications; analyze findings and prepare reports and recommendations; meet and deal tactfully and effectively with the public; make effective oral presentations; keep detailed and accurate records; enter and retrieve data using a modern computer system; make mathematical calculations quickly and accurately and apply concepts of basic algebra and geometry to calculate such figures as proportions, percentages, area and circumference; understand and carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations; work effectively as a team member and/or leader as situations require; work such hours as are necessary to accomplish job requirements; remain on-call 24 hours a day; attend meetings, seminars and conferences during or after work hours; travel out of town or out of state for several days at a time, work under adverse conditions, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors; wear approved uniform; report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with City/District policy.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must be a non-smoker.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE AND CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: High School Diploma or GED equivalent supplemented by specialized training equivalent to an Associate's Degree with coursework in fire science, construction inspection, code enforcement, or a related field; and successful completion of the Fire Service Training and Educational Systems certification program classes provided by the California Office of the State Fire Marshal listed under License or Certificate below.

Experience: Three (3) years of progressively responsible experience dealing with the public in an inspection and/or enforcement role within a fire or building department; performing plan reviews, conducting building and safety investigations, documenting findings and explaining and enforcing established codes, ordinances and regulations.

License or Certificate: Possession of a valid California Class C driver's license. Maintenance of a valid California driver's license is required as a condition of employment.

Fire Inspector IA, IB, IC certifications (formerly titled Fire Prevention 1A, 1B. and IC) are required.

Must obtain Fire Inspector certifications 2A, 2B, 2C (formerly titled Fire Prevention 2A, 2B and 2C) within two years of appointment; and must maintain these certifications as a condition of ongoing employment

MENTAL AND PHYSICAL REQUIREMENTS

Physical Requirements: While performing the duties of this job, is frequently required to use hands to finger, handle or feel objects, tools or controls and to operate a personal computer; safely drive vehicles; hear and speak well enough to communicate over the telephone, radio and in person; specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, adjust focus, to read small print on documents and maps and to detect subtle shades of color, be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles and the stamina to perform administrative functions and to meet physical and mental demands during an extended emergency; and occasionally required to stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run and to lift and/or move up to 70 pounds.

Environmental Conditions: Work is performed in a standard office environment and occasionally outdoors for long periods of time with potential exposure to wet, humid, hot and inclement weather conditions; and work near moving mechanical parts, under hazardous, life-threatening conditions, such as, heights, confined spaces, at temperature extremes, around crowds, with loud noises, with limited visibility, in the presence of hazardous materials, in the presence of victims of death and/or dismemberment.

FLSA Status: Non-Exempt

Revised: December 2017

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