

CITY OF HEMET

Class Code: 7520
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Date Reinstated: 12/12/2006
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FIRE PREVENTION OFFICER

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.

DEFINITION

Under general supervision, participates in a variety of fire prevention, inspection, and code enforcement programs for industrial and commercial establishments; establishes and coordinates fire prevention and education programs; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class is directly accountable to the Deputy Fire Chief for the day-to-day administration of programs associated with fire prevention inspection and code enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Battalion Chief/Fire Marshall. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Conducts research, analyzes data, and develops programs and regulations pertaining to the prevention of fire and protection of lives and property; compiles information and prepares regular and special reports on inspections and any actions taken with respect to fire prevention.

Prepares compliance or correction notices for code violations; reports violations of laws, ordinances, and safety standards to the Deputy Fire Chief; conducts follow-up inspections to insure corrections have been made; issues citations when necessary.

Coordinates a fire safety inspection program and participates in the inspection of buildings and equipment for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire code provisions.

Investigates or assists in the investigation of fires of suspicious origin.

Participates in the development and conducts training programs for fire personnel and the public on fire prevention and safety.

Reviews construction plans for compliance with various codes, regulations, and standards related to fire prevention, detection and suppression; inspects installed fire protection systems; coordinates work with other City departments.

Conducts investigations of reported fire hazards, including weed abatement.

Inspects the installation and maintenance of fire hydrants and extinguishing equipment; maintains records of inspections, registration, and repair of all fire hydrants and extinguishing equipment.

Confers and advises architects, engineers, attorneys, developers, and the general public regarding fire code related ordinances, fire prevention, weed abatement, and smoking ordinances.

Utilizes computers and related equipment for the processing of building permits, assessor parcel information, and various related processes and department activities.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, systems, procedures, practices, and methods employed in fire prevention, inspection, and investigation; Uniform Fire Code and fire related sections of the Uniform Building Code and Uniform Mechanical Code. Working knowledge of fire fighting methods and equipment; departmental policies and procedures and the laws and regulations governing operation of a fire department; fire engineering principles and the systems and equipment used in detecting and suppressing fires. Working knowledge of fire apparatus and facilities maintenance. Skill in the operation of fire fighting equipment. Ability to deal effectively with City staff, property owners, contractors, architects, and the general public; develop and present clear oral and written reports; read and understand construction plans; enforce laws and regulations firmly, but tactfully.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, supplemented by courses in fire science at the college level, and one year of experience as a fire fighter or in fire prevention work.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license and maintain a satisfactory driving record.