

**CLASS SPECIFICATION  
Fire Prevention Technician**

**GENERAL PURPOSE**

Under general supervision performs inspections to ensure and enforce compliance with Municipal Code provisions and ordinances, regulations and standards applicable to fire and life safety; assists in public education and information programs; and performs work as assigned. Persons will be assigned to either the city's Hazard Reduction Program or the Multi Family Residential Inspection Program.

**DISTINGUISHING CHARACTERISTICS**

The Fire Prevention Technician is intended to be used to perform inspections and administrative tasks as they relate to very specific fire prevention programs.

Fire Prevention Technician is distinguished from Fire Inspector I in that an incumbent in the later class performs a variety of plan check and more complex fire inspection duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the positions of the work is similar, related or a logical assignment to this class.

1. Performs and participates in field inspections of existing multi-family residential and vacant properties to locate hazardous conditions and fire code violations; determines existence, condition and operational adequacy of combustible material, electrical wiring problems, and inadequate or non-functional fire exits; ensures proper use of fire detection and suppression systems in structures; enforces removal of vegetation, junk, trash, debris on vacant land eliminating hazardous vegetation and other public nuisances; and eliminates life hazards and fire conductive conditions.
2. Identifies corrective actions necessary to bring properties into compliance with applicable fire codes, city ordinances, laws, regulations, and standards pertaining to life safety and other related substandard housing health and sanitation, blight, public nuisance and weed abatement conditions; conducts fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations were found; receives and investigates complaints and secures cooperation of property owners; and explains these measures to internal or external customers or their representatives.
3. Writes detailed reports and correspondence of fire inspections performed, fire code violations observed, and corrective recommendations offered; communicates with other city, county and state fire prevention officials; obtains supervisor's approval to request assistance from other departments and outside agencies as necessary; collects, compiles and tabulates information and data.

4. Presents and explains fire code requirements and fire prevention information to fire service personnel, property/parcel owners, property managers, tenants, contractors, the general public, and other groups or individuals of concern or interest in the Hazard Reduction or Multi-Family Residential Inspection Programs; participates in fire and life safety public outreach and education programs.

## **QUALIFICATIONS**

### **Knowledge of:**

1. City, county, state and federal laws regulations and municipal codes relating to fire prevention and life safety, and related codes and ordinances.
2. Modern fire prevention practices and procedures as they apply to vacant and residential properties.
3. California Fire Codes, California Building Codes, and Title 19 and NFPA Standards.
4. Fire alarm and sprinkler maintenance provisions.
5. Fire drill practices and procedures.
6. Fire Surveys and education methods used in fire prevention.
7. Use and operations of computers and standard business software.

### **Ability to:**

1. Conduct inspections of equipment, structures, parcels, or materials to identify deficiencies and recognize conditions that constitute code violations and life safety hazards.
2. Apply logic and reasoning when evaluating potential hazards and violations.
3. Analyze and recommend fire and life safety corrective actions and adopt an effective resolution process.
4. Understand, interpret and apply general laws, codes, ordinances and regulations to specific problems.
5. Issue warnings, notices, and citations.
6. Perform enforcement activities firmly, consistently, tactfully and impartially.
7. Communicate clearly and effectively, both orally and in writing.
8. Keep accurate records and prepare clear and concise reports and documentation.
9. Maintain and wear prescribed uniform in a neat and orderly manner.
10. Understand and follow written and oral instructions.
11. Demonstrate independent judgment and work with a minimal amount of supervision.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with City management and staff in multiple departments, property owners, vendors, the public and others encountered in the course of work.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge and abilities outlines above is graduation from high school or G.E.D. equivalent; and college coursework in the fundamentals of fire prevention, protection, suppression, and the use of fire protection equipment and systems or closely related courses; or an equivalent combination of training and experience. Experience performing fire code building inspections is highly desired.

**Licenses; Certificates; Special Requirements:**

1. A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
2. Completion of California State Fire Marshal Fire Prevention course 1A Introduction to the California Fire Code, 1B Inspection of Fire Protection Systems and Special Hazards, & 1C Flammable Liquids and Gasses is desired.
3. California POST PC 832 Public Officer Certification is desired.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, developers, property owners and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.