



SENIOR FIRE SAFETY SPECIALIST FIRE SAFETY SPECIALIST

JOB SUMMARY: Under direction or general supervision, performs inspection and enforcement work on commercial, industrial, residential, state-regulated and public assembly buildings to ensure compliance with federal, state, and local codes and regulations governing fire and life safety; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Senior Fire Safety Specialist is the journey level in the Fire Inspection series. Incumbents are responsible for independently resolving issues of advanced complexity, assisting Fire Safety Specialist with large and complex projects, and may act as project coordinator for small, less complex projects.

The Fire Safety Specialist is the entry level in the Fire Prevention series. Incumbents typically work under the direction of higher level Senior Fire Safety Specialist, resolve less complex issues, and/or assist with resolution of complex issues and implementation of projects. It is distinguished from Senior Fire Safety Specialist by the latter's responsibility for independent project management and complexity of assignments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Inspects commercial, industrial, residential, state-regulated and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and general compliance with fire prevention codes, laws and regulations relating to hazardous materials and fire and life safety.
2. Prepares and maintains records and reports.
3. Investigates complaints concerning alleged code violations.
4. Operates a City vehicle in the performance of job duties.
5. Researches and responds to technical fire and life safety questions from the general public.
6. Presents public education on fire and life safety to schools, factories and businesses.
7. Provides instruction on the use of fire extinguishers, alarm systems, proper fire and chemical storage safety precautions and other fire protection equipment requirements.
8. Issues notices of violation and citations; assists in the legal process to gain code compliance.
9. Interviews juvenile fire setters and their families; provides education on the dangers of playing with fire.
10. Remains abreast with current knowledge of developments in the field, maintains contact with professional and trade associations and performs related research.
11. Acts as liaison to federal, state and local agencies in securing abatement of nuisances and other outdoor fire and life safety hazards.
12. Designs and/or maintains public educational information materials.

SENIOR FIRE SAFETY SPECIALIST

IN ADDITION TO THE ABOVE, FUNCTIONS ALSO INCLUDE

13. Serves as project team leader; oversees major projects; prepares and maintains documentation of systems, programs, and projects.
14. Makes recommendations to determine and develop best practices.
15. Mentors and trains lower level staff.
16. May direct the work of technical, administrative and other support staff.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

FIRE SAFETY SPECIALIST

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years of technical experience related to fire prevention, code enforcement, loss prevention, or a closely related field.

DESIRABLE: Technical training and/or experience in fire prevention and investigation, related codes and ordinances, fire protection systems and specialized fire protection equipment. Knowledge of field investigation methods and techniques. Graduation from a fire inspection academy.

SENIOR FIRE SAFETY SPECIALIST

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Four years of technical experience related to fire prevention and investigation, related codes and ordinances,

DESIRABLE: Knowledge of field investigation methods and techniques. Knowledge of complex fire protection systems and specialized fire protection equipment. Graduation from a fire inspection academy.

KNOWLEDGE OF:

- Uniform Fire Code and Building Code, National Fire Protection Association, State of California Title 19 and 24 and other applicable laws and ordinances regarding fire prevention, hazardous materials storage, handling and use.
- Building, construction, fire sprinkler and alarm systems.
- Building plans and specifications.
- Principles, practices and techniques of fire prevention.

ABILITY TO:

- Read fire sprinkler, fire alarm, construction and site plans and other applicable plans for code compliance.
 - Recognize improper storage, use and handling of various commodities and potential hazards during field inspection.
 - Communicate effectively with co-workers, supervisors, management, the public and other department representatives, both orally and in writing.
 - Establish and maintain cooperative working relationships with other employees, officials and the public.
 - Operate personal computer to utilize word processing and other applicable software applications.
 - Work independently in a fast-paced environment.
 - Plan, organize, schedule and complete projects and tasks within assigned timelines.
 - Make effective oral presentations.
 - Develop educational materials.
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LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

Senior Fire Safety Specialist:

- Fire Inspector I or Fire Prevention Officer issued by the California State Fire Marshal

SPECIAL REQUIREMENTS:

- Successful completion of coursework equivalent to Fire Prevention 1A and Fire Prevention 1B.
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ADDITIONAL INFORMATION:

FLSA Exemption Status:

Non-exempt

Employee Unit:

#5, Technical / Professional Services

Job Family:

Fire Prevention

Class Progression:

Senior Fire Safety Specialist

Fire Safety Specialist

Reports to:

Fire Captain

Supervises:

N/A

CLASS HISTORY:

Fire Safety Specialist

Date Class Established: N/A
Revised Dates / Reason: 08/06/2014 – Content and Format
Previous Title(s): N/A

Senior Fire Safety Specialist

Date Class Established: 07/11/2014
Revised Dates / Reason: 08/06/2014 – New Classification
Previous Title(s): N/A

Approved By HR Director:
Date Approved:

Angela C. Dwyer
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