



CLASS SPECIFICATION

Class Code: 18181
Date Est: 04/2016
Last Rev: 09/2019
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

FIRE PREVENTION SPECIALIST I

DEFINITION

Under general supervision, contributes to fire prevention by ensuring that minimum fire protection standards are met; works in other fire prevention and investigation areas; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree from an accredited college or university in fire science or a related field AND one year of experience in Fire Code enforcement, fire investigation and/or fire suppression work; OR three years of experience in fire code enforcement, fire investigation and/or fire suppression work; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of application:

Certification by the International Code Council as a Fire Inspector I or equivalent at the time of application.

Required at time of appointment:

A valid driver's license is required at the time of appointment.

Required at time specified below:

Certification by the International Code Council as a Fire Plans Examiner within one year (12 months) of appointment.

Must Possess NWCG certifications S-130/S-190 within one year (12 months) of appointment.

International Association of Arson Investigators Fire Investigator Technician (IAAI FIT) Certification, or equivalent, within eighteen (18) months of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level class in the Fire Prevention Specialist class series that provides for progression to the Fire Prevention Specialist II level upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents perform a variety of Fire Prevention assignments and receive continuous on the job training. Additional training may be required to achieve the necessary certifications. This class is distinguished from the Fire Protection Specialist II class by the fact that incumbents perform a narrower range of duties under closer supervision. Incumbents may progress to the FPS II position after satisfactorily completing the one-year probationary period and once full achievement of required certifications and experience for the FPS II position is achieved.

SUPERVISION EXERCISED

This position exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Ensures that existing buildings meet and maintain minimum fire protection standards for fire and life safety by inspecting apartment units, health care facilities, schools, day-care facilities, and other high fire and life safety hazard occupancies, to identify and abate hazardous conditions; makes follow-up inspections and provides technical assistance and legal enforcement where necessary to support inspections done by the Suppression Division.

Responds to citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.

Prepares professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer.

Inspect various properties for compliance with hazardous materials codes and regulations, enforce laws, ordinances and regulations pertaining to the servicing of, removal of or tampering with fire prevention equipment, the accumulation of combustibles, and other state and local fire laws; issue notices of violation and citations when required.

Minimizes fire loss by teaching fire prevention and control to increase public fire safety awareness to the greatest possible degree; responding to requests for fire safety education presentations and providing programs for the citizens of the District such as smoke detector programs, fire brigade and seasonal fire safety programs.

Maintains the fire inspection database and keeps information up to date.

Perform plan review of commercial and residential properties utilizing the required and adopted District Codes and Ordinances.

Instructs the property owners and occupants regarding the removal of fire hazards; instructs the general public regarding fire safety and prevention methods; prepares for, and delivers, public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics and recommend methods for preventing/correcting fire hazards.

Determines the origin and cause of fires that occur within the geographic area.

May be called upon to provide expert testimony on fire loss, fire investigation and codes, ordinance and regulation enforcement.

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

The Wildland Urban Interface Code and its application in the District.

Hazardous materials storage and handling requirements.

Best practices and Wildland Urban Interface Code concepts.

Building construction; Federal, State and local building and fire codes and standards.

Skill in:

Demonstrating in the field, the components learned in the Fire Inspector I and II certification trainings.

Applying the Fire Plans Examiner certification and training when performing job duties.

Applying the FIT certification and training when performing job duties within 18 months.

Applying the Juvenile Firesetter Intervention Specialist I and II certifications and training when performing job duties if applicable.

Ability to:

Develop and present public education and community risk reduction programs.

Read and interpret blue prints and construction plans.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles, methods, and equipment used in fire suppression, and hazardous material incidents.

Modern fire protection systems; fire chemistry; and fire prevention techniques.

Skill in:

Applying the Fire Inspector I certification training when performing job duties.

Ability to:

Recognize hazards as they relate to fire and life safety, hazardous materials storage and use violations.

Interpret and enforce local, State, and Federal fire and building codes and standards.

Present public education and community risk reduction programs.

Analyze emergency situations and quickly develop effective and reasonable courses of action.

Communicate effectively, both orally and in writing.

Operate a personal computer and required software applications.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Use independent judgment and initiative involving the development of communication, developing and sending the appropriate message.

Collect and analyze information, drawing sound conclusions, project consequences of proposed actions and develop appropriate actions.

Plan, prioritize, and organize work to meet time schedules and timelines.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend and kneel and work at

considerable heights. Requires corrected hearing and vision to normal range. Requires exposure to environmentally challenging conditions such as excessive smoke, water, etc. Pre-employment medical and periodic respiratory examinations shall be required for this classification. This position must be available to work occasional weekends and after-hour events as assigned by the Fire Marshal and is subject to recall after hours for fire investigations/training.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment. An annual physical and SCBA fit-testing is required to maintain the position. Applicants will be required to undergo a background investigation prior to being considered for employment.

All licenses and certifications required to be kept current and maintained for continued employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.