



Bargaining Unit: Central County Firefighters' Union

Revision Date: 4/25/19

FLSA Status: Non-Exempt

DEFINITION

Under general direction enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training; investigate causes of fires; coordinate fire prevention activities; and supervise fire prevention personnel.

ESSENTIAL DUTIES

- Supervise fire prevention personnel
- Coordinate fire prevention activities
- Develop and train fire prevention staff as necessary to complete certification task books
- Attend appropriate council, fire board, planning, or code enforcement meetings
- Enforce all local fire codes and ordinances
- Check plans and drawings for conformance with fire protection laws and regulations
- Represent the Department at planning and/or construction meetings
- Inspect construction to verify compliance with requirements
- Issue correction notices
- Investigate complaints of fire and safety hazards
- Respond to alarms to investigate causes of fires
- Prepare and protect evidence of arson; conduct investigation, interviews and interrogations and present evidence in court
- Conduct investigations as to the cause and origin of fires
- Develop, write, or provide reports as necessary to measure and evaluate fire prevention activities and workload

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of modern firefighting
- Fire investigation methods, programs and equipment
- Fundamentals of building construction and materials
- Court procedures in fire prevention enforcement
- Principles of supervision and departmental management
- Local geography including the location of mains, hydrants and major fire hazards of the local jurisdictions
- Principles of fire administration including personnel, purchasing, training, safety and report writing

- Laws, ordinances and regulations affecting the work of the Department including city, county, state and federal

Ability to:

- Prepare clear, concise and complete oral and written reports
- Maintain accurate and complete records
- Supervise subordinates under normal and emergency conditions
- Secure cooperation from the public in observing fire prevention laws and regulations
- Check plans and drawings
- Recognize fire and safety hazards
- Enforce fire codes
- Carry out investigations of arson and other suspected incendiary fires with appropriate agencies
- Utilize common office administrative software including electronic records management

Education and Experience:

- Three (3) years' experience as a Fire Inspector II or five (5) years as a company officer performing fire prevention inspections, or a minimum of one (1) year as a Shift Inspector
- An Associates degree from an accredited college or university. A Bachelors degree in Fire Science or related field from an accredited college or university is highly desirable

Certifications and Licenses:

- Fire Prevention Officer Certificate or Fire Inspector II Certificate from the State of California
- Fire Marshal Certificate from the State of California is highly desirable
- Valid California State Driver's License

SPECIAL REQUIREMENTS:

Ability to crawl, crouch, twist upper body, sit, stand and walk for long periods of time; climb ladders and work at heights; ability to work in a hazardous environment including electrical and mechanical hazards; ability to work in confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contracts; enforce necessary regulations with firmness and tact. Possess the hearing, sight and physical stamina and endurance required to perform aforementioned duties. There may be some chemical hazard exposure, but mechanical hazards are minor.

Chief Administrative Officer

4/25/19

Date