



Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

Fire Prevention Specialist

Department: Fire	Bargaining Unit: Clerical
FLSA Status: Non-Exempt	Established Date: 9/01/15 Revised: 7/10/24

DEFINITION

Under the direction and supervision of the Deputy Fire Marshal, the Fire Prevention Specialist performs responsible, technical, and specialized work in the fields of life safety inspection, engineering, and code enforcement. This is an entry-level position.

ESSENTIAL DUTIES

- May conduct public education presentations
- Resolve citizen complaints about fire related problems
- Assist in reviews of building construction plans and business emergency plans for compliance with state and local fire and life safety standards and regulations
- Provide technical assistance to fire companies
- Inspect residential, licensed care, commercial and industrial buildings, facilities, and larger places of public assembly to determine and enforce compliance with local and state fire and life safety codes
- Under supervision, interpret various federal, state, and local fire and life safety codes for the public and make recommendations as needed
- Interpret policies, procedures and documents relating to business emergency plan requirements
- Review, evaluate and process business emergency plans
- Inspect, evaluate, and grant fire safety clearances for state licensed care facilities
- Under supervision, collect, analyze, and evaluate data and prepare comprehensive reports
- Write reports based on field notes
- Issue “Notice and Order” and prepare summary information reports
- Investigate complaints from the public
- Assist in testing and accepting, life safety, fixed detection, and extinguishing systems
- Work with other governmental agencies for compliance and enforcement of building and fire codes and standards, the building development and planning process, weed and rubbish abatement
- Perform related duties as required

REQUIRED QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of municipal government
- Principles and procedures of record keeping
- Software programs used in fire administration

- Department Policies and Procedures
- Pertinent federal, state, and local laws, codes and regulations

Ability to:

- Understand, interpret, and apply the Uniform Fire Code, Uniform Building Code and other applicable federal, state and local laws
- Detect fire hazards and code violations and determine appropriate mitigation measures
- Plan and perform field work
- Read construction drawings and specifications, identifying necessary changes to bring project into compliance with appropriate building and fire codes

Education and Experience:

- Equivalent to graduation from high school, supplemented by courses in fire engineering, fire safety, or a closely related field. Associate's degree in Architecture, Criminal Justice, Engineering, Fire Protection, or Management is desirable
- Successful completion of California State Board of Fire Services or equivalent accredited courses Fire Inspector 1A, 1B, 1C, and 1D is highly desirable

License or Certificate:

- 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 identify hazardous environments including electrical and mechanical hazards and 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 contractors; enforce necessary regulations with firmness and tact. Possess the necessary visual and auditory abilities as well as physical stamina and endurance required to perform aforementioned duties.