

## **CITY OF BRISBANE**

### **FIRE PREVENTION OFFICER**

#### **Definition**

Under general supervision of the Fire Chief, administers all fire prevention and code enforcement programs and activities for the department; reviews building plans and specifications for compliance with fire and life safety standards; conducts inspections of properties requesting City business licenses or with potential code enforcement problems; trains fire suppression staff in performing periodic inspections and coordinates the facility inspection schedule; investigates fire sites to determine possible cause; performs related work as required.

#### **Class Characteristics**

This is a specialized sworn class in the fire service series. Although fire suppression activities are not a normal responsibility, the incumbent may be reassigned to meet departmental needs or in emergency situations. In addition to the technical and programmatic responsibilities, the incumbent develops and provides fire prevention and public education programs for groups throughout the City. This class is distinguished from Fire Chief in that the latter has overall management responsibility for the Fire Department.

#### **Examples of Duties** (Illustrative Only)

- Reviews preliminary and final plans and specifications; interprets and applies fire and life safety conditions, code requirements and required permits relating to approval of residential, commercial and industrial development and building modifications.
- Performs a variety of fire/life safety on-site inspections for new or modified construction, business license applications, use permits and code enforcement issues.
- Identifies fire/life safety problems and code issues; confers with property owners, developers, engineers, architects, contractors, residents, business owners and others regarding code requirements and required mitigation.
- Coordinates the fire prevention activities of the department with those of other City departments, utilities and regulatory agencies.
- Administers the City's fire prevention inspection program; schedules and tracks required inspections; trains department staff in inspection, reporting and mitigation techniques; personally performs inspections on public building as required.
- Coordinates and oversees the City's vegetation management program; performs inspections; oversees the notification process; follows-up with City and contract staff for the clearance of properties and the recovery of funds for provision of such services.
- Coordinates and oversees the City's hazardous materials management program; responds to and mitigates hazardous materials complaints; maintains an inventory of hazardous materials storage sites and ensures that they meet City and County code requirements; issues permits as required.
- Develops and implements the City's fire prevention public education program; prepares educational materials and makes presentations to a variety of community, educational and business groups.

- Coordinates and assists in the investigation of the cause and origin of fires and hazardous materials incidents.
- Prepares pre-plan fire suppression diagrams for businesses and public locations, including hydrant and sprinkler locations and gas/water shut-off valves.
- Assists with the fire hydrant flow-test program and maintains appropriate records.
- When in the field, surveys the City for maintenance or safety problems and reports this need to City staff.
- Prepares a variety of reports, records, correspondence, informational and other written materials.
- Maintains accurate records and files related to work performed.
- May direct the work of support staff on a project or day-to-day basis.

### **Qualifications**

#### **Knowledge of:**

- Applicable laws, codes and regulations related to fire and life safety, access and hazardous materials handling and storage.
- Principles and practices of fire investigation and prevention.
- Principles, methods, materials and codes for residential, commercial and industrial construction.
- Fire and life safety protection, detection and suppressions systems and equipment.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Basic fire suppression and emergency response techniques.
- Basic supervisory principles and practices.
- Basic budgetary and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

#### **Skill in:**

- Developing and implementing a comprehensive fire prevention, vegetation management, and public education program.
- Interpreting, applying, explaining and enforcing California fire and life safety codes.
- Reviewing and interpreting plans and specifications in relation to the enforcement of applicable codes.
- Performing thorough and accurate facility inspections.
- Investigating fire and hazardous materials incident origins and mitigation alternatives.
- Directing the work of staff on a project or day-to-day basis.
- Training staff in work procedures.

- Making sound, independent decisions within policy and procedural guidelines.
- Maintaining accurate records and preparing clear and accurate reports and other written materials.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Making effective presentations before groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from high school and four years of paid experience as a Firefighter, Firefighter/Paramedic or Fire Engineer. Completion of two years of college or possession of an Associate of Arts degree in Fire Science or a field related to the work is desirable as is possession of certificates as outlined below.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain CDF/SFM Fire Prevention Officer, Fire Investigator, and Fire Instructor Certifications prior to completion of probation.

**Working Conditions:**

Must be willing to work 24-hour shifts as required by the department to meet organizational needs and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

**Physical Demands:**

Must possess mobility to work in a standard office setting, make inspections in a variety of locations and to operate a motor vehicle; physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; vision to discern colors, perform inspections and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

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