

FIRE SAFETY SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under close to minimal supervision, performs professional level activities in enforcing compliance with fire safety codes, laws, and other regulations required for various buildings, structures and installations; and performs other related work as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Reviews building plans to verify proper fire protection systems, exits and code compliance; consults with architects, builders, and developers regarding methods, materials, city specifications and problem areas; conducts on-site inspection of new and existing construction projects; enforce applicable fire codes; pursues legal prosecution for violators as necessary; assists in the evaluation of fire safety conditions; recommends changes in building and fire codes to remain current with new materials and methods of construction; compiles information and data and prepares related reports; reviews work and provides training to fire reserves on inspection and alarm systems testing; performs mathematical calculations in the evaluation of fire sprinkler and water flow systems; meets with the public and a variety of businesses and agencies to review evaluations and fire protection plans; recommends appropriate fire protection systems installations; and performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and procedures of plan review.
- Principles and techniques of building inspection, building codes, and construction practices and materials.
- Fire Prevention safety principles, applicable codes, ordinances, and standards.
- Fire detection, protection, and alarm systems.
- Fire causes.
- Fire behavior and its effects.
- Fire and arson investigations.
- Methods of report writing.

Ability to:

- Learn, interpret, explain and enforce applicable codes, regulations, ordinances, and laws.
- Learn the practices, procedures and methods of fire plan check reviews.
- Comprehend plans and specifications.
- Prepare comprehensive reports, and give oral presentations.

- Make decisions requiring independent judgment.
- Conduct fire investigations, effect custody arrests and counsel juvenile fire setters.
- Analyze and compile technical information on fire protection and safety code violations.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with others during the course of work.

Experience and Training Guidelines

Experience: Some experience in related structure and system inspection work, including knowledge of related codes, laws and regulations.

Training: Graduation from high school.

License: A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office, field, and outdoors environment with a variety of weather conditions; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, standing, climbing ladders, crawling in confined spaces to conduct site inspections; speaking and hearing to exchange information; visual acuity to read and interpret information.