

## **DEFINITION:**

Under direct or general supervision, inspects buildings, land, and fire suppression systems to determine compliance with California Fire Code, building codes, National Fire Protection Association codes and standards, health and safety codes, and related fire protection laws, regulations, and mitigation measures; reviews construction plans for appropriate fire suppression and safety features; and performs related work as required.

## **DISTINGUISHING CHARACTERISTICS:**

This is a fully-qualified single class. Incumbents have increased responsibility and latitude when performing the full range of plan review, inspection, and enforcement duties. Positions at this level perform a full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

## **EXAMPLES OF DUTIES:**

- Performs technical fire safety inspections of industrial, commercial, and residential properties, buildings, and land to determine compliance with California Fire Code, building codes, National Fire Protection Association codes and standards, health and safety codes, and related fire protection laws, regulations, and mitigation measures.
- Performs plan checks and reviews of building modifications, new building construction, and various fire protection and detection systems.
- Recommends various fire loss risk management strategies for proposed buildings and other development projects; issues stop orders.
- Interacts and communicates with County staff, architects, engineers, contractors, developers, local fire chiefs, building owners, and the general public regarding interpretation and application of policies, codes, and regulations related to pertaining to the prevention and control of structural and wild land fires.
- Conditions and tests operation of installed fire extinguishing systems; calculates required and existing water flows based on codes and planned and installed piping and water feed sources.
- Investigates complaints of code violations and hazards; enforces codes to ensure abatement of identified violations and hazards; issues citations for violations and non-compliance as necessary; conducts re-inspections.
- Reviews and approves records, work plans, and permit applications for specialized commercial, industrial, residential operations, public fires, fireworks, and related activities.
- Reviews applications and issues permits for storage, use, and handling of hazardous materials and flammable or combustible liquids.

## FIRE PREVENTION INSPECTOR

County of Calaveras

Range 7xxx Non-Exempt

Established: June 2019

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- Participates in public education and outreach projects and activities with the community; assists and participates in educating the public regarding a variety of fire safety, fire prevention, and other related programs and services; makes presentations and leads participatory discussions as a representative of the County.
- Researches, updates, maintains, and distributes a variety of records, documents, forms, and data as requested; prepares correspondence, reports, and other public information materials.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone.
- When called upon, responds to fire suppression and emergency incidents to provide assistance, as directed by supervisory personnel.
- Addresses fire code violations at the scene of a fire.
- Participates in fire safety related special projects as needed.
- Attends training to maintain and improve job knowledge, skills, and certifications.
- Performs other related duties as required.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Principles, practices, techniques, tools, and equipment used in fire inspection and prevention; operational characteristics and designs of fire prevention and detection systems and equipment; plan review code applications and general building code applications pertaining to fire and life safety requirements; Federal, state, and local laws, regulations, codes, ordinances, and policies applicable to fire safety, prevention, and enforcement; practices for documenting inspections, correcting violations, and carrying through on enforcement procedures; occupational hazards and standard safety practices necessary in the area of fire inspection; public relations techniques related to obtaining cooperation and compliance with fire codes and laws; research and reporting methods, techniques, and procedures; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff; modern office practices, methods, and computer equipment and applications related to the work; English usage, grammar, spelling, vocabulary, and punctuation.

## **Ability to:**

Independently perform fire safety inspections and check plans for compliance with California Fire Code, building codes, National Fire Protection Association codes and standards, health and safety codes, and related fire protection laws, regulations, and mitigation measures; analyze inspection-related documents and make appropriate deductions and recommendations; prepare comprehensive reports and recommendations related to inspections; make quick, sound, and independent decisions based on facts; interpret, apply, explain, and ensure compliance with federal, state, and local codes, policies, procedures, laws, and regulations related to fire safety, prevention, and enforcement; read, understand, and interpret construction plans, specifications, and maps; coordinate and deal tactfully with the public to correct identified safety hazards; respond to complaints or inquiries from citizens, staff, and outside organizations; prepare clear, effective, and accurate reports, correspondence, and other written materials; understand and follow oral and written instructions; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Education, Training and Experience:**

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in fire science, fire administration, or related field.

-AND-

Two (2) years of experience performing fire inspections.

## **Licenses and Certifications:**

- Possession of valid Office of State Fire Marshall Fire Inspector 1A, 1B, 1C, 2A, and 2B certificates or equivalent certificates.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect various commercial, industrial, and residential sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; and to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification regularly bend, stoop, kneel, and reach to perform work and inspect work sites. Employees may be required to stand, walk, or climb stairs for long periods of time. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds as necessary to perform job functions.

Must be willing to work emergencies and on evenings, weekends, and holidays.

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS:**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.