

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Fire Prevention Officer  
**ALLOCATION:** Community Development & Services Agency  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 2017

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### **JOB SUMMARY:**

Under general direction of a department or agency head in the Community Development and Services Agency, plans, directs, coordinates and implements a comprehensive fire prevention and life safety program for the County and participating fire districts. Fire prevention and life safety activities include and are not limited to: conducts building and land use inspections and performs plan check activities to ensure compliance with local, state and federal laws, codes and ordinances directly related to fire safe planning; coordinates activities with all participating fire districts in the County; conducts public outreach and informational meetings for fire safe activities, researches and recommends improved fire safety and prevention policies, regulations, and ordinances, pursues related grant funding, performs related duties as assigned.

This is a single management classification in the fire prevention series.

### **CLASS CHARACTERISTICS:**

This position reports directly to a department or agency head in the Community Development and Services Agency. This position is characterized by a considerable amount of discretion related to the overall administration of countywide comprehensive fire prevention programs, including project planning, coordination and evaluation.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plan, design, implementation, including any required integration and/or coordination for a Countywide comprehensive fire prevention and life safety program for the County and participating fire districts.
- Coordinate, conduct and review a variety of complex analytical and technical activities, including policy and procedure development and implementation.
- Facilitate the development and implementation of the program goals, objectives, procedures and work standards with County staff and participating fire districts.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, engineers, contractors, consultants, and other governmental agencies.
- Research and pursue grant funding and other source funding; and oversee the submission and administration of local, state and federal grant applications, including the timely submission of required statistical, audit and financial reports.
- Perform on site visits to inspect residential and commercial building sites to ensure compliance with local, state and federal laws, codes and regulations pertaining to fire safe planning and prevention activities.
- Review and examine plans, specifications and related documents for residential, commercial and industrial projects for conformance of the California Fire Code and Life Safety Codes, and local fire safety related ordinances; recommend necessary changes and/or conditions of approval and sign off on conformance when met.
- Research studies; prepare reports and recommendations for improvements regarding land use, transportation, housing and fire safe planning methods and techniques.
- Provide professional support and facilitate conflict resolution with developers, engineers, architects, contractors, property owners, and participating fire districts to provide information regarding codes, regulations and procedures and ensure all are adequately informed of the requirements.
- Make public presentations, conduct public outreach and informational meetings to inform and educate others on fire safe planning activities.
- Serve on a variety of committees, task forces and teams as the Departmental and/or County representative. Serve, as needed, within the Emergency Operation Center when in use.
- Maintain accurate paper and digital records and files of work performed.

**Important:**

- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to conduct inspections and attend meetings.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May direct, supervise, and evaluate the work of staff on a project basis.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Basic business management principles involved in planning, resource allocation, leadership techniques, production methods, budgetary practices, evaluation of programs and coordination of people and resources.
- Principles and processes of providing customer service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Principles and practices of contract management.
- Effective negotiation and consensus development with individuals and organizations having a broad range of interests.
- Principles and techniques for effectively communicating in person, over the telephone, via email, written paper correspondence, and making effective oral presentations to a group.
- Materials, methods and tools involved in the construction or repair of houses, buildings or other structures such as highways and roads.
- Acceptable safety standards, principles and techniques of building inspection, road construction, and fire prevention work.
- Relevant equipment, policies, procedures and strategies to promote effective fire safe planning and life safety operations.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Federal, state and local fire prevention codes and ordinances (California Fire and Building Codes, California Health and Safety Code, California Code of Regulations Titles 19 and 24, National Fire Protections Agency Standards and codes).
- Techniques and methods for the examination of residential, commercial and industrial plans for compliance with codes and regulations.

**Skill in:**

- Project management.
- Bringing others together and trying to reconcile differences.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Preparing clear and concise reports, correspondences and other written materials.
- Maintaining accurate paper and digital records and files related to the work.
- Performing detailed analysis, examination, and inspection of the full range of residential, commercial, industrial building and construction designs, specifications and plans related to fire safety.
- Applying basic engineering principles to the examination of a wide variety of plans.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.
- Planning, managing, directing, coordinating and evaluating the work of staff and direct contracted personnel.

**Ability to:**

- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Interpret, apply and explain laws, codes and regulations to a variety of individuals.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential

risks.

- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple projects/programs and meet critical deadlines.
- Prepare clear, concise and organized written technical documents, reports, correspondence and other materials by compiling various sources of information into a professional document.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Effectively coordinate and negotiate with developers and the fire districts to maintain the projects compliance with applicable laws, codes and local ordinance.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.
- Make written and verbal presentations to large civic groups, official bodies, and the general public on information related to the fire prevention and life safety program.
- Be prompt with completing project reviews and inspections as to keep projects moving forward.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to inspect sites including climb stairs, bend, crawl, walk, etc.
- Mobility to drive a motor vehicle to attend meetings and inspect properties.
- Strength and stamina to walk on slippery and uneven surfaces and inspect various residential, commercial and industrial properties.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- A typical office setting.
- Field and inspection sites.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.
- Work with exposure to potential hazards at various construction sites.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class C driver's license within ten (10) days of employment.
- Must obtain certification as a fire plans examiner from the International Code Council (I.C.C.) or other agreed upon nationally recognized association within one (1) year of employment.

**Special Requirements:**

- Ability to attend meetings outside of normal working hours.

**Education and Experience:**

**MINIMUM:** Bachelor's degree from an accredited institution with major coursework in business

administration, project management, public administration, engineering, architecture or planning and two years of experience related to the duties of this position; OR an associate's degree in fire technology, fire protection engineering or building inspection and five years of experience related to the duties of this position which includes at least one year of lead or supervisory experience.

*Candidates with strong experience related to the duties of the position, but lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, additional certifications in areas such as: I.C.C. Building, Mechanical, Electrical or Plumbing Certificates, Firefighter, Fire Inspector, Fire Investigator, Fire Prevention, and Fire Protection; and additional experience related to the work.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:  
Signature: \_\_\_\_\_

EEO: B  
WC: 9410

Human Resources Approval:  
Date:  
Signature: \_\_\_\_\_