

CITY OF FRESNO

420003

SENIOR FIRE PREVENTION INSPECTOR

DEFINITION

Under general supervision, provides lead direction to Fire Prevention Inspectors engaged in the inspection, examination, evaluation and approval of construction or alteration of fire safety systems. Responsible for assessing conformity with fire safety codes and other ordinances with regard to approving the construction or alteration of buildings, structures, and properties for potential fire hazards.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Supervising Fire Prevention Inspector.

Exercises no supervision. Provides lead direction and/or technical assistance to lower level staff.

DISTINGUISHING CHARACTERISTICS

Senior Fire Prevention Inspector is the advanced working/lead class in the Fire Prevention Inspector series. This position is a sworn, non-safety class in which incumbents are assigned to a specific section within the Fire Prevention and Investigative Services Division and provide lead direction/and or technical assistance to other staff engaged in inspection of residential, commercial, industrial, and institutional facilities for fire hazards and to assess conformity with fire safety codes and other ordinances. Senior Fire Prevention Inspector is distinguished from Supervising Fire Prevention Inspector in that the incumbent of the latter has full supervisory responsibilities. This class differs from Fire Prevention Inspector II in that the latter is the journey level class in which incumbents perform the full range of inspection duties, but do not have lead responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Conducts training and provides lead direction to Fire Prevention Inspectors on fire prevention code interpretation, application and enforcement.

Assigns and reviews work, monitors deadlines and coordinates efforts of lower level staff.

Provides lead direction and technical information to fire companies regarding fire prevention, inspection, and code enforcement.

Reviews and approves building construction plans for compliance with fire safety standards.

Provides lead direction and/or technical assistance on assigned projects to include, but not limited to: hazardous materials, public education, plan review, pre-planning for emergencies, training, and enforcement action.

Senior Fire Prevention Inspector

Page 2

Provides lead direction and participates in the conducting of field inspections of residential, commercial, industrial, and institutional facilities to assess conformity with fire safety codes and other laws and ordinances.

Provides lead direction and participates in providing technical advice to property owners in the methods of controlling and eliminating hazardous conditions.

Provides lead direction and participates in the identification of fire hazards, demonstrates fire hazard control techniques, and instructs the general public in fire prevention methods.

Provides lead direction and participates in the preparation of correction notices and letters pertaining to initial inspections; prepares documentation in support of citations or warrants for arrest of violators; testifies in court on criminal and civil matters filed by the Fire Prevention Bureau on offenses against fire laws, ordinances, and regulations.

Provides lead direction and participates in the preparation and issuance of infraction and misdemeanor citations for fire code violations.

Provides lead direction and participates in the preparation of reports and other office correspondence and is responsible for the maintaining of the section's plan review records of the buildings examined, evaluated, and approved.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The geography of the City of Fresno and its water supply and distribution system.

Fire safety systems used in residential, commercial, industrial, and institutional facilities.

The Uniform Fire Code, Uniform Building Code, State law and nationally recognized standards.

Fire inspection methods and techniques.

Ability to:

Interpret codes and standards, communicate requirements, make decisions, listen, read reports and plans, evaluate and issue written reports.

Recognize problems, hazardous conditions, identify possible solutions, communicate, and identify cost/risk benefit.

Read reports, make observations, plan and organize, evaluate hazards, and communicate through written and/or verbal reports.

Plan, assign and coordinate the work of inspectors engaged in the inspection, examination, evaluation and approval of construction or alteration of fire safety systems.

Use a variety of personal computer business software applications to prepare clear, concise and comprehensive records, reports, correspondence, and other written materials.

Establish and maintain effective working relationships with those contacted during the performance of assigned duties.

Read and interpret plans, specifications, blueprints, maps and related documents.

Perform basic math skills.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience equivalent that gained as a Fire Prevention Inspector II with the City of Fresno.

OR

Education:

Successful completion of at least five (5) California State Fire Marshal Classes at time of appointment (excluding the following: Driver/Operator1A, Driver/Operator1B, Firefighter I, and Firefighter II certifications);

AND

Experience:

One year of experience equivalent that gained as a Fire Prevention Inspector II with the City of Fresno.

Special Requirements:

Possession of a valid California Driver's License is required and must be maintained for the entire term of employment in the job class.

APPROVED: 
Director of Personnel Services

DATE: 9-5-07