

FIRE SAFETY ASSISTANT

DEFINITION

Under immediate supervision, participates in an on-the-job training program and learns, through job experience supplemented by schooling in related vocational subjects, to perform a variety of fire safety education, inspection and enforcement duties.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Learns local and state fire and life safety codes, inspection and enforcement techniques and procedures, and a wide variety of technical data in the areas of building construction and design, fire extinguishing equipment, and fire alarm systems and devices; participates in the public information/education activities of the bureau including conducting fire safety education programs for school children and other groups; conducts fire safety surveys and inspections of residential and commercial properties to locate and identify existing or potential fire safety problems and recommend appropriate safety measure including actions required to correct hazardous conditions, installation of fire detection devices, and planning of fire escape routes; performs selected code enforcement work including issuance of violation warnings and citations; interprets and explains routine, non-technical provisions of fire safety codes; issues and explains applications for permits; keeps up-to-date records of inspections and writes detailed inspection reports; prepares routine correspondence and assists in the preparation and distribution of public information/education materials; may perform special surveys and studies; attends required supplemental instructional classes to maintain employment status and may need to complete general educational requirements on own time to prepare for occupational advancement within specified time limits; and performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single civilian (non-firefighting) classification designed to provide the opportunity for practical experience and preparation for a career in fire safety service.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school and some experience involving direct public contact, or any combination or training and experience which provides the following skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of: fire and life safety principles, programs, and policies

Ability to: write routine correspondence and detailed reports; maintain accurate records; establish effective working relationships with coworkers, other city employees and the general public in a multicultural and diverse community; interact and communicate effectively with people, sometimes under complex situations; acquire rapidly working knowledge of fire prevention codes and interpret them in simple words; understand procedures and devices used in various kinds of construction; and follow written and oral instructions.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License is a condition of employment. Ability to hear, understand and discriminate sounds at varying decibel levels to effectively test alarm systems under quiet and noisy conditions; engage in strenuous physical activities requiring agility, strength, endurance and dexterity, including but not limited to climbing ladders and crawling under buildings. Must be willing and able to work irregular hours including evenings, weekends, and holidays as needed, under varying climatic conditions.

Class title established per Council Resolution No. 77-91  
effective 8-16-77

Class Specification revised: 03/03  
ADA Approved: 03/03