

FIRE SAFETY SPECIALIST I

DEFINITION

Under general supervision, performs technical fire and life safety inspection and enforcement work.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Inspects selected commercial and industrial buildings and facilities, care facilities, and places of public assembly to determine compliance with State and local fire and life safety codes; inspects selected operations, devices and equipment requiring the approval of the fire department; enforces fire and life safety code provisions of a limited technical/complex nature; issues notices, warnings and citations; keeps up-to-date records of inspections and writes detailed inspection reports; participates in the public information/education activities of the Fire Safety Bureau which include but are not limited to giving talks and demonstrations to school children and other groups, and preparing pamphlets, brochures and other information/educational materials; collects, analyzes and evaluates data and prepares comprehensive reports; in a training capacity, assists in performing difficult, technical inspections requiring the application of a working knowledge of chemistry and physics to identify and abate fire and life safety hazards; as knowledge and abilities are gained through training and experience, increasingly independent action is expected and required in the performance of fire and life safety inspection and enforcement work; may assist in the training and supervision of college interns; uses current software applications such as Microsoft Word, Excel and Outlook to schedule appointments and write correspondence and other documents as needed; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the first in a series of specialized civilian (non-firefighting) fire safety classes, which requires prior training and experience in the related occupational field. This class is distinguished from the next higher classification of Fire Safety Specialist II by the level and complexity of duties performed.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience in fire and life safety education/inspection, code enforcement or related work, supplemented by college-level coursework in fire prevention, building construction and fire protection equipment and systems; or any equivalent combination of training and experience which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of fire safety education, inspection and enforcement work; state and local fire and life safety laws; common fire safety hazards; fire detection and extinguishing systems and equipment; organizations and functions of a municipal fire department; public relations techniques.

Ability to: understand and interpret fire safety code provisions of limited complexity; detect common fire hazards and code violations and determine appropriate safety measures; write detailed inspection reports; express ideas clearly and concisely, both orally and in writing; make fire safety presentations to school children; speak in front of audiences; use tact and good judgment in contacts with the public in a culturally diverse community; establish effective working relationships with building owners, contractors, fellow employees and the public.

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 and weekends, under varying climatic conditions, as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers utilize good judgment, tact and diplomacy when enforcing the Fire Code, as well as State and local fire and life safety codes. They work well with others and effectively communicate with individuals and groups in a culturally diverse community. They are versatile and draw upon a variety of disciplines, including physics, chemistry and mechanical drawing to effectively solve problems.

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

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