

**FIRE PREVENTION INSPECTOR I/II**

**DEFINITION**

Under supervision, inspects, examines, evaluates, and approves the construction or alteration of fire safety systems, and approves the construction or alteration of buildings, structures, and properties for fire hazards and for compliance with local fire ordinances and state laws.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Supervising Senior Fire Inspector.  
Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

Positions in these classes are flexibly staffed. Fire Prevention Inspector I is the entry level class in the Fire Prevention Inspector series. Incumbents are sworn, non-safety personnel assigned to the Fire Department to conduct field inspections of residential, commercial, industrial, and institutional facilities to assess conformity with the Fresno Municipal Code, California Fire Code, California Building Code, National Fire Protection Standards, and State and local fire safety codes. Fire Prevention Inspector I incumbents are expected to progress with appropriate training, experience and satisfactory performance to Fire Prevention Inspector II, the journey level of the class series. Fire Prevention Inspector II incumbents perform job duties with a minimum of supervision. These classes differ from Senior Fire Prevention Inspector in that incumbents in the latter provide lead direction to lower level staff and are assigned the more advanced and complex duties.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Reviews building construction plans and project construction to ensure compliance with building and fire safety standards.

Plans and conducts field inspections of residential, commercial, industrial, and institutional facilities to assess conformity with fire safety codes and other laws and ordinances.

May provide field assistance to fire company personnel as necessary.

Approves buildings for occupancy based on approval and testing of fire suppression systems, fire alarm systems, and compliance with fire and building codes.

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

Identifies fire hazards, demonstrates fire hazard control techniques, and instructs the general public in fire prevention methods.

Prepares 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 Division on offenses against fire laws, ordinances, and regulations.

Prepares and issues infraction and misdemeanor citations for fire code violations.

Prepares reports, standard forms and letters; keeps inspection and plan records for assigned buildings.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The geography of the City of Fresno.

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

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

#### **Ability to:**

Acquire and apply knowledge of fire safety systems used in residential, commercial, industrial, and institutional facilities.

Learn the methods and techniques of fire inspection.

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.

Perform basic math skills.

Perform physical tasks, including climbing ladders, opening fire hydrants, etc.

Enforce regulations tactfully, courteously, and effectively when dealing with the public.

### **MINIMUM QUALIFICATIONS**

#### **Fire Prevention Inspector I**

##### **Education:**

Completion of sixty (60) semester units from an accredited college or university;

OR

##### **Experience:**

Two years of paid inspections experience with a fire department; OR inspection experience with a local government building department or code enforcement department. NOTE: Experience may be substituted for education on the basis of six months of experience equals 15 semester units.

#### **Fire Prevention Inspector II**

##### **Experience:**

One year of experience equivalent to that gained as a Fire Prevention Inspector I with the City of Fresno and successful attainment of the California State Fire Training Fire Inspector I Certificate or Fire Prevention Officer Certificate.

#### **Necessary Special Requirements for Fire Prevention Inspector II:**

Completion of the CSFT Certified Fire Inspector II Program, ICC Inspector I certification, and five core classes consisting of FT 101: Fire Protection Organization, FT 102: Fire Prevention Technology, FT 103: Fire Protection Equipment and Systems, FT 104: Building Construction and FT 105: Fire Behavior and Combustion within 18 months of appointment.

#### **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.

Eligible candidates certified to the Fire Department for consideration must successfully complete the Fire Marshal's interview, polygraph test, and extensive background investigation before receiving a conditional offer of employment.

APPROVED: (Signature on File)  
Personnel Services Director

DATE: 11-14-2017

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