

SUPERVISING FIRE PREVENTION INSPECTOR

DEFINITION

Under direction, supervises and coordinates the work of subordinate staff in all aspects of fire prevention, including fire inspections, plan review process, confined space inspections, hazardous materials inspections, and/or fire prevention education.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Deputy Chief or designee. This classification exercises supervision over subordinate fire inspection personnel.

DISTINGUISHING CHARACTERISTICS

Supervising Fire Prevention Inspector is the first-line supervisory class in the Fire Prevention Inspector series that serves in the Fire Department. It is a sworn, non-safety class in which the incumbent supervises technical staff, coordinates field operations, and assists in the planning, development, and implementation of operational policies and procedures. Under direction, the incumbent exercises considerable independent judgment in making field and operational decisions. This class differs from Senior Fire Prevention Inspector in that incumbents of the latter do not have supervisory responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Supervises staff in the technical evaluation of fire protection systems and equipment; evaluates the adequacy and maintenance of exits and fire access. Provides consulting services by outlining alternative methods of compliance with pertinent policies, codes, ordinances, and laws.

Consults with City Attorney's staff, property owners, contractors, architects, and engineers regarding compliance with state laws, City building and fire codes, and applicable laws and regulations.

Investigates difficult field problems, interprets applicable fire codes and ordinances; and acts as a mediator/facilitator for construction compliance issues.

Supervises and participates in analyzing the condition of buildings and prepares reports on the status and condition of existing buildings with regard to safety.

May represent the City as an expert witness before boards, courts, and commissions in matters involving code enforcement.

Supervises the provision of, and provides technical information to fire companies regarding fire prevention, inspections, and code enforcement.

Supervises and participates in the preparation of correction notices, citations, 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.

Supervises and participates in the review and applicability of regulations and procedures governing fire prevention; and prepares amendments to codes for local adoption.

Supervises and participates in the preparation, review and maintenance of reports, and standard forms and letters.

Supervises and participates in the identification of fire hazards; demonstrates fire hazard control techniques and instructs the general public in fire prevention methods.

Plans, develops, and coordinates the delivery of fire and life safety educational outreach programs for presentation to the general public, fire personnel, school groups, and civic organizations.

Coordinates the provision of applicable resources needed for the successful implementation of fire protection practices and life safety, even those originating from other city departments or outside agencies.

Prepares performance evaluation reports, and plans, supervises and evaluates the training of subordinates.

Reviews, evaluates, processes, maintains and/or writes hazardous materials disclosure documents and business emergency plans.

Provides technical interpretations and trains prevention inspectors, firefighters, business owners, City and building officials, and the general public on hazards, which may include inspections of facilities.

Assists in the development of technical procedures, training programs, and assigned projects.

Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

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

Fire inspection methods and techniques.

Report writing and record keeping methods and techniques.

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

Computer processes, procedures, and applications.

Ability to:

Plan, train, and supervise the work of others.

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

Work effectively with fellow employees, building owners and tenants, contractors, public groups, and representatives of other agencies.

Develop and implement operational procedures and to assist the public in complying with procedures and regulations.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Interpret complex governmental regulations, form accurate conclusions and implement appropriate courses of action.

Make clear oral presentations.

Skill to:

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Completion of 60 units from an accredited college or university;

AND

California State Fire Marshal (CSFM) Certified Fire Protection Specialist; OR, CSFM Certified Fire Inspector II;

AND

Experience:

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

Necessary Special Requirements:

Possession and continued maintenance of a valid California Driver License at time of appointment.

Completion of the following courses within 18 months of appointment: ICS 100 through 400, IS-700, & 800, CSFT Company Officer 2A, 2B and PC 832 (Laws of Arrest - 40 hr).

Possession of the California State Fire Training (CSFT) Certified, "Plans Examiner" within 18 months of appointment

Completion of a Bachelor's Degree from an accredited college or university within 36 months after appointment.

Failure to complete the required coursework within the specified time period above shall be cause for termination from this class.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 9.1.17

NK:MAH: 04/25/05
Revised NK:clw:01/05/2006;
Revised JC:scm:09/08/08
Revised JTC:scm:3/20/14
Revised: SCM:bn: 8/25/17