

**SUPERVISING FIRE PREVENTION INSPECTOR**

**DEFINITION**

Under direction, supervises and coordinates the work of subordinate fire inspection personnel in all aspects of fire prevention, including fire inspections, plan review processes, hazardous materials inspections, and fire and life safety 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. Incumbents supervise technical staff, coordinate field operations, and assist in the planning, development, and implementation of operational policies and procedures. Under direction, incumbents exercise 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 the City Attorney's Office 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, fire and life safety education, 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.

Plans, supervises and evaluates the training of subordinates.

Reviews and evaluates hazardous materials disclosure documents and business emergency plans.

Provides technical interpretations.

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 and commercial 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.

**Skill/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 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.

Safely operate a motor vehicle.

Exercise sound judgment and maintain professionalism under pressure, especially when resolving conflicts or mediating disputes.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a bachelor's degree from an accredited college or university.

**AND**

Possession of a California State Fire Marshal Fire Protection Specialist Certificate **OR** California State Fire Marshal Fire Inspector II Certificate.

**AND**

Possession of a California State Fire Marshal Plan Examiner Certificate.

**AND**

Possession of an International Code Council Fire Inspector I Certificate.

**AND**

Possession of ICS 100, 200, 300, and 400, and IS-700 and 800 Certificates.

**Experience:**

Two (2) years of experience equivalent to that gained as a Senior Fire Prevention Inspector with the City of Fresno or four (4) years of experience equivalent to that gained as a Fire Prevention Inspector II with the City of Fresno.

**Special Requirements:**

Possession and continued maintenance of a valid California driver's license at time of application.

Completion of the five core classes consisting of Fire Protection Organization, Fire Prevention Technology, Fire Protection Equipment and Systems, Building Construction, and Fire Behavior and Combustion within 18 months of appointment.

An incumbent hired into the City of Fresno after June 2, 2025 must possess a California State Fire Marshal Fire Marshal certificate **OR** completion of the Fire Marshal courses 1A, 1B, 1D, and 1E within 24 months of appointment.

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

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

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 8/12/2025