

## **CITY OF SALINAS**

### **FIRE PREVENTION SUPERVISOR**

**BARGAINING UNIT/CLASS CODE:**  
**SMEA/O35**

#### **DEFINITION**

Under direction of the Fire Chief/Fire Marshal, the Fire Prevention Supervisor of the Prevention Bureau, participates in prevention activities, enforces fire codes, laws and regulations relating to fire protection, prevention, public and disaster preparedness education.

#### **DISTINGUISHING CHARACTERISTICS**

This civilian position in the Fire Prevention Bureau acts as a supervisor of daily duties and assignments for prevention staff. Is responsible for overseeing fire prevention inspections in residential, commercial and industrial buildings or facilities to insure compliance with established fire codes and is responsible for the development and execution of the community/public education and disaster preparedness programs. Is responsible for the development and execution of the weed abatement program.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and general supervision from the Fire Chief/Fire Marshal. Assigns work to prevention staff when directed by the Fire Chief/Fire Marshal.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** - Duties may include, but are not limited to the following:

Supervises daily activities of prevention staff, reviews and confirms that all permits, fees and cost recovery activities are accurate. Have a good strong working knowledge in utilizing business computer software. Makes recommendations to the Fire Chief concerning fire prevention issues, generates annual report for budgeting purposes. Assist in processing fire plans for commercial, industrial and residential projects. Participate in public education programs in fire prevention, oversee the weed abatement and disaster preparedness programs. Investigate and respond to citizen complaints relating to public education, permit, fire codes and personnel. Prepare and maintain records and reports pertaining to assigned duties. May instruct fire prevention and suppression personnel in fire prevention practices. May review plan checks and calculate fees on new construction, remodels, tenant improvements and demolition as assigned and in compliance with adopted codes. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine print on labels and in manuals, maps, diagrams and blue prints with no color deficiencies; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, 2 way-radio and over the noise of traffic and machinery and detect subtle noise in machinery and running water; physical agility to push/pull, climb ladders, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to walk across rough terrain and uneven surfaces; physical strength to up to 35 lbs; physical stamina sufficient to sit or walk or stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Regularly works outdoors in all weather conditions, and in an office environment subject to sitting at a desk or standing for long periods of time bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all direction and prolonged periods of time working at a computer terminal. May walk construction job sites. Physical mobility sufficient to move about the work

environment. Spend prolonged time on ones feet walking throughout the day. May traverse by foot on uneven, muddy, wet, and rocky surfaces. Occasionally will climb ladders and work at heights of up to 50 feet. Will spend a certain amount of time each day driving from location to location to conduct inspections.

**QUALIFICATIONS**

**Knowledge of:**

Fire Department policies, rules and regulations. State and local codes, including Title 19 and Title 24 of the California Administrative Code, Uniform Fire Code, Uniform Building Code, and National Fire Protection Association standards. Public education teaching and education principles. Basic construction methods and materials. Basic supervisory knowledge and practices.

**Ability to:**

Effectively monitor and maintain a high level of inspector performance in the Fire Prevention division. Effectively supervise, train and evaluate assigned personnel. Exercise good judgement with tact and diplomacy. Read, interpret and understand the various fire codes and ordinances relating to code enforcement work. Effectively interpret and understand applicable city permit requirements, state building and zoning ordinances and fire regulations. Maintain accurate records of inspection violation findings. Prepare clear, concise and accurate correspondence and reports. Effectively communicate report findings before the City Council. Effectively advise property owners, developers, the general public and co-workers. Promote the mission, values and standards of an effective public organization particularly in the area of customer service. Principles and practices of leadership, management, supervision, including techniques of personnel administration. Federal, state and local laws, statutes, codes and ordinances relating to commercial, industrial and residential substandard and dangerous building violations. Principles and practices of code enforcement work. Advanced report writing techniques. Utilizing public education teaching the educational principles, develop multiple fire safety education programs throughout the public and private schools for all age groups. Work independently with little or no supervision.

**License or Certificate:**

Possession of a valid California driver's license. Must possess a Fire Protection Specialist II certificate from the State of California Fire Marshal and a Property Maintenance Inspector by the International Code Council (ICC) within one year of date of hire. Obtain FEMA IS-900, IS-800, IS-100, IS-200, IS-300 within one year of hire.

**Special Requirement:**

May be required to work evenings, weekends or holidays for the purpose of overseeing fire prevention personnel, mitigating fire prevention issues and public education programs.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be the equivalent to HS/GED. Must have two years, full-time, with a public agency of increasingly responsible experience in supervision, performing code enforcement, building, public safety, housing or related code enforcement, issuing fire building/inspection permits.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Acting Assistant City Manager

Approval Date \_\_\_\_\_