

CITY OF SALINAS

SENIOR FIRE INSPECTOR

BARGAINING UNIT/CLASS CODE:

SMEA / M09

DEFINITION

Under direction of the Fire Chief/Fire Marshal, lead inspector of the Prevention Bureau, performs fire inspections, participates in prevention activities, enforces fire codes, laws and regulations relating to fire protection, prevention, and safety.

DISTINGUISHING CHARACTERISTICS

This civilian position in the Fire Prevention Bureau is responsible for conducting fire prevention inspections in residential, commercial and industrial buildings or facilities to insure compliance with established fire codes. Acts as supervisory officer of daily duties and assignments for prevention staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Fire Chief/Fire Marshal. Delegates and 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 and may include functional or technical supervision of fire prevention staff:

Directs and supervises daily activities of prevention staff, reviews and confirms that all permits, fees and cost recovery activities are accurate. Makes recommendations to the Fire Chief concerning fire prevention issues, generates annual report for budgeting purposes. Inspect buildings to insure compliance with state and local fire codes, ordinances and regulations. Inspect State facilities as requested by the State Fire Marshal. Inspect sprinkler system, halon systems, hood and duct systems, or fire protection systems as directed. Participate in public education programs in fire prevention. Investigate and respond to citizen complaints of fire code violations. Prepare and maintain records and reports pertaining to assigned duties. May instruct fire prevention and suppression personnel in fire prevention practices. Perform plan checks on new construction, remodels, tenant improvements and demolition as assigned and in compliance with adopted codes. May perform initial fire investigations as directed. 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, work in and around potentially toxic chemicals, and regularly work in an office environment sitting at a desk. Spend prolonged time on ones feet, walking through-out the day. Will 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. Basic investigation principles. Public education teaching and education principles. Laws, ordinances and regulations regarding fire prevention and fire protection devices and systems. Basic construction methods and materials. Basic supervisory knowledge and practices.

Ability to:

Recognize fire and structural hazards in special processes or facilities, including industrial, commercial and residential buildings and occupancies. Communicate clearly and effectively, both orally and in writing. Interpret and effectively apply all related codes, ordinances and laws to fire hazard situations. Promote the mission, values and standards of an effective organization, with insight toward providing high quality public service. Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices. Maintain cooperative relations with builders, contractors, city staff and the general public which applying firmness, tact, and fairness with respect to code enforcement. Work independently with little or no supervision. Train and instruct fire prevention and suppression personnel in modern fire prevention methods, techniques and theories.

License or Certificate:

Possession of a valid California Drivers License. Must possess a California State Marshal Fire Protection Specialist II within two (2) years from date of hire.

Special Requirement:

May be required to work evenings, weekends or holidays for the purpose of conducting inspections.

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 possession of an Associate of Arts degree with completion of 15 units in a fire science/technology curriculum or any combination equivalent to Fire Prevention IA, IB, IC and Fire Investigator IA; 30 semester units from an accredited college, of which 15 units must be from the Uniform Fire Technology or Fire Science curricula. Must have three and one-half years of experience in a full-time fire prevention bureau of a municipal organization.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____