

Menlo Park Fire Protection District

FIRE PREVENTION INSPECTOR

(Non-Safety, full time, Non-Exempt, benefited position)
Class Description

Definition

The Fire Prevention Inspector reviews, inspects and investigates for fire-prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings storage and uses to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances and with national recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire and building codes, and other aspects of codes relating to construction, code enforcement and building inspection; conducts field inspections for compliance with fire and life safety standards; and conducts plan reviews.

Distinguishing Characteristics

The Fire Prevention Inspector is distinguished from other classifications in Fire Prevention, by having primary responsibility for inspection activities and supporting documentation. The classification receives supervision from the Fire Marshal.

Typical and Important Duties:

1. Interprets and enforces provisions of fire prevention and safety laws, City and State ordinances and other regulations.
2. Performs periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identifies fire hazards, recommends corrective actions; performs follow up inspections to assure corrective actions have been taken.
3. Investigates complaints pertaining to violations of fire prevention laws; issues correction orders as necessary.
4. Performs tests on water flow, sprinkler and fire alarm and elevator return systems.
5. Prepares accurate reports and records of activities in the field and office.
6. Provides technical advice and assistance to the general public concerning fire prevention practices and procedures; assists in training programs and group presentations related to fire prevention.
7. Instructs fire suppression personnel about code interpretation and inspection techniques regarding fire prevention and code enforcement.
8. Checks building plans for code compliance; consults with architects and developers regarding problems and potential solutions.
9. Reviews plan submittals for fire suppression and alarm systems, calculates fees and issues fire permits; performs required inspection of those systems for compliance.
10. Performs fire investigations to identify causes.

Job-Related Qualifications

Knowledge of:

- Principles, practices and techniques of fire prevention and suppression.

- State and local Fire Protection and Fire Inspection Standards, Laws, Codes, Regulations and Ordinances.
- Building construction practices.
- Procedures and techniques for operation and testing equipment such as fire extinguishers, sprinkler and alarm systems.

Ability to:

- Perform journey-level fire prevention inspection for a variety of buildings, structures and installations.
- Perform annual maintenance inspections of commercial occupancies and assist engine companies with more difficult commercial inspections.
- Analyze fire protection problems and develop objective solutions by applying problem solving approaches.
- Perform plan reviews of building plans and plan submittals related to fire permits, and assist the Fire Plan Checker as needed.
- Express ideas and communicate clearly and concisely, both verbally and in writing.
- Operate computers and application software efficiently.
- Deal tactfully and cooperatively with architects, engineers, developers, the public, and District staff to provide a high level of customer service.
- Work with minimal supervision in an efficient, well-organized manner to meet deadlines.
- Exercise sound independent judgment within general policy guidelines.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible fire prevention inspection experience.

Training: Education and/or training including certifications, trade school or fire prevention coursework.

Licenses and Certificates:

- Possession of a valid California driver's license, and a satisfactory driving record.
- Possession of Fire Science Certificate 1A, 1B, 1C, 2A, 2B, 2C; Uniform Fire Code Certification (WFCA-ICBO/ICC); ICBO or ICC certificates are desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Mobility, frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. lifting frequently up to 10 pounds; occasionally up to 25 pounds; constant use of overall vision; frequent reading and close-up work; occasional color and depth vision; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; frequent hearing and talking, in person and on the phone.

Emotional/Psychological Skills: frequent decision-making and concentration; frequent public and/or coworker contact; frequently works independently.

Work Environment: Frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment.

Approved: September 2011
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Former Titles: None
Abolished:
Bargaining Unit: AFSCME
ADA Review:
DOT:
Physical:
Status: Not Exempt
EEOC Category:
Job Code:
Resolution #: 1484-2011
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***APPROVED CLASSIFICATION. NO SALARY TABLE FOR POSITION. SALARY TABLE MUST BE
CREATED AND TAKEN TO BOARD FOR APPROVAL BEFORE POSITION CAN BE FILLED***