

Menlo Park Fire Protection District

SENIOR INSPECTOR

(Safety, full-time, non-exempt, represented, benefited position)

Class Description

Definition

Under general supervision, performs fire inspections in a variety of occupancies as classified in the California Fire Code; conducts origin and cause fire investigation work; conducts technical plan review; responds to emergencies involving hazardous materials; presents public education programs in support of the Fire District public education and disaster planning goals and objectives; participates in planning review development teams within the communities the Fire District serves; inspects for hazard abatement; completes administrative tasks and record keeping as directed; enforces fire codes, laws and regulations relating to fire protection and prevention; and performs related work as required.

Distinguishing Characteristics

This is the advanced journey, or most highly skilled safety non-management classification in the Fire Prevention series. Assigned duties require specialized knowledge and experience; the position provides technical expertise and lead direction to others in the performance of their own duties. This classification is distinguished from the Fire Inspector position by the requirement for expert-level knowledge and technical expertise and by its lead role in the unit.

Typical and Important Duties

(The following is a representative list of essential duties; it is not intended to be a comprehensive list of all duties that may be assigned to positions in this class.)

1. Conducts technical fire inspections of commercial, mercantile, hazardous facilities and other occupancies to determine compliance with state and local applicable codes;
2. Interprets and enforces provisions of fire prevention, hazardous materials and safety laws, ordinances and other regulations;
3. Checks building plans for code compliance and consults with architects and developers when required;
4. Monitors and tracks progress of the investigation and cleanup of locations and sites where hazardous materials and hazardous waste discharges have occurred and prepares status reports on such sites;
5. Responds to emergency calls to assist in departmental operations in areas of particular expertise, e.g., unauthorized discharges, chemical spills, system malfunction, and investigation regarding origin, cause and responsibility of fire hazardous conditions;
6. Issues written notices requiring the elimination of fire hazards;
7. Inspects, posts and issues weed abatement notices;
8. Investigates fires to determine origin and cause;

9. Follows up on complaints pertaining to violation of fire prevention laws; issues corrective orders and citations and assists in the service of arrest warrants as necessary;
10. Reviews plans and performs construction inspections of land development, new construction and remodels to ensure compliance with approved plans; checks all types of construction and fire systems for compliance with codes, standards, and policies;
11. Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the District; meets with industrial and business representatives to promote cooperation and provide information regarding fire codes and standards;
12. Represents the District at City Development Review Team meetings with multiple agencies in future development planning;
13. Assists fire company personnel in code interpretation, training and fire inspections;
14. Operates computers for data entry and word processing; keeps records and prepares information sheets and statistical, departmental and special reports;
15. Remains current with changes in education, technology, rules, regulations, and laws related to the work; and
16. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of

- Applicable national, state, and local laws, regulations, codes, standards and ordinances related to fire protection and life safety;
- Principles and techniques for inspection of residential, commercial and other facilities or property for preventing/limiting fires, storage, use and handling of hazardous materials, and installation and maintenance of fire alarm systems, and fire protection systems;
- Education methodology as it pertains to fire safety training;
- Construction materials and techniques;
- Fire investigation procedures;
- Methods, technology and equipment necessary for safe storage, use, handling and detection of hazardous materials;
- Proceedings for processing criminal cases; and
- Plan review procedures and code application.

Ability to:

- Read, interpret, apply, and explain applicable laws, regulations, codes, standards and ordinances;
- Identify and investigate nuisance conditions;
- Recognize hazardous conditions in conflict with applicable codes and develop a reasonable and prudent plan of correction;
- Plan, coordinate and prioritize inspection workload to ensure timely inspection of assigned occupancies;
- Communicate effectively in writing, orally, and with others to assimilate, understand and be understood, and convey information in a manner consistent with job functions;
- Establish and maintain cooperative relationships with employees, supervisors, and the public;
- Learn and effectively apply local, state, and federal codes, laws, and regulations;

- Represent the District effectively and professionally in contacts with representatives of other agencies and the public;
- Effectively resolve basic customer service issues;
- Recommend process improvement changes to streamline procedures;
- Show tolerance, tact and respect for others in support of District policies for promoting a harmonious workplace;
- Receive direction from supervisors and co-workers to accomplish shared tasks and meet team goals; readily accept constructive criticism, mentoring and coaching;
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment; and
- Maintain confidentiality regarding sensitive information.

Skill in:

- Preparing clear and concise reports;
- Applying the principles of public speaking and education;
- Diffusing difficult persons and situations;
- Basic keyboarding; and
- Operating a personal computer and appropriate worked-related applications, such as word processing, calendaring, and e-mail systems.

Experience and Training

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

Experience: At least three (3) years of full-time experience performing duties equivalent to those of a Fire Inspector in the Menlo Park Fire Prevention District; and

Training: Equivalent to graduation from high school. An AA or AS degree in Fire Science or major course work in Fire Science is desirable, along with completion of supervisory training coursework or workshops.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of at time of application, an appropriate, valid California Driver's License, and a safe driving record; and
- Successful completion of the following California State Fire Service Training and Education Systems programs or equivalent is required:
 - Fire Prevention 3A, 3B; Haz-Mat 1C; Instructor 2A, 2B and 2C; equivalent to NICET Level 4.
 - Certification as a Uniform Fire Code Inspector and P.C.832 are both required within one year of employment.

NOTE: Promotion from Fire Prevention Specialist to Fire Inspector to Senior Inspector shall be based on requisite years of service in the prior classification, satisfaction of educational requirements, quality of performance, likelihood of success in the higher classification and the needs of the District.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit and work at a computer terminal for approximately 2 hours; lift and carry 50 pounds; vision to read printed materials and a computer screen, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus; hearing and speech to communicate in person and over the telephone; use hands to finger, handle or feel objects, tools or controls; stand, walk, sit or reach with hands and arms, climb or balance, stoop, kneel or crouch, crawl, job or run.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to dust, cold/heat, noise, vibration, confining work space, chemicals, mechanical hazards, and in the presence of victims of death and/or dismemberment.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved:

Revised Date: March 2012

Former Titles: Senior Fire Prevention Inspector/Assistant Fire Marshal

Abolished:

Bargaining Unit: IAFF

ADA Review:

DOT:

Physical: Class

Status: Non-exempt

EEOC Category:

Job Code:

Resolution #: **PENDING**

Resolution Date: **PENDING**