

**City of San Rafael  
Job Class Specification**

**Job Title: Fire Prevention Inspector I/II (non-safety)**

**DEFINITION:**

Reviews, inspects and investigates for fire prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings, and storage and usages to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances, and with nationally recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire- and building-related codes and other aspects of the municipal code relating to construction, code enforcement, and building inspection; conducts field inspections for compliance with fire and life safety standards; conducts plan reviews; and does related work as assigned.

This position receives direct supervision from the Deputy Fire Marshal.

**DISTINGUISHING CHARACTERISTICS**

**Fire Prevention Inspector I:**

This is the entry level class in the Fire Prevention Inspection series. This class is distinguished from the Fire Prevention Inspector II by the performance of the more routine tasks and duties assigned to positions within the series, which do not require prior specialized experience. Generally, work is supervised and reviewed both during performance and upon completion under the direction of the Fire Inspector II or the Plans Examiner positions. Since this class is typically an entry level position, employees may have only limited or no directly related work experience.

**Fire Prevention Inspector II:**

This is the journey level class within the Fire Prevention Inspector series. Employees within this class are distinguished from the Fire Prevention Inspector I by the performance of the full range of fire prevention inspection duties and operate under general supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Fire Prevention Inspector I, or when filled from the outside, require substantial prior fire prevention training and inspection experience.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

**Fire Prevention Inspector I:**

- Interpret and enforce provisions of fire prevention and fire safety laws, City and State ordinances and other regulations.
- Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
- Investigate complaints pertaining to violation of fire prevention laws; issue correction orders as necessary.
- Perform tests on water flow, sprinkler and fire alarms and elevator return systems.
- Prepare accurate records and reports.

- Participates in fire investigation efforts.
- Perform related duties and responsibilities as required.

### **Fire Prevention Inspector II:**

In addition to the duties for Fire Prevention Inspector I:

- Provide training, direction and review the work product of the Fire Prevention Inspector I
- Provide information to the public concerning the fire prevention practices and procedures; assist in training programs and group presentations relative to fire prevention
- Instruct fire suppression crews about code interpretation and inspection techniques regarding fire prevention.
- Check building plans for code compliance; consult with architects and developers regarding problems and solutions.
- Review plan submittals for fire suppression and alarm systems, calculate fees, and issue Fire Permits, and perform required inspection of those systems to assure compliance.
- May participate in fire investigation in cooperation with the Fire Department

### **KNOWLEDGE AND ABILITIES:**

#### **Fire Prevention Inspector I:**

Knowledge of:

- Principles, practices, and techniques of fire prevention.
- Principles and techniques of building inspection work.
- State Housing Code
- English grammar, spelling, vocabulary and report writing

Ability to:

- Work within a team environment
- Apply technical knowledge and follow proper inspection techniques.
- Detect deviations from plans, regulations and standard safety practices.
- Read and interpret building plans.
- Learn to enforce a variety of codes, ordinances and regulations pertaining to fire prevention and building construction with firmness and tact.
- Establish and maintain cooperative working relationships with those contacted in the course of work such as builders, contractors, the general public and building inspectors.
- Operate a variety of office equipment including computer terminals and necessary computer programs.
- Express ideas and communicate clearly and concisely, both orally and in writing and work comfortably with computers.
- Deal tactfully and in a cooperative manner with architects, engineers, developers, the public and City staff to provide a high level of customer service.

#### **Fire Prevention Inspector II:**

In addition to the knowledge and abilities for Fire Prevention Inspector I:

Knowledge of:

- Principles, practices, techniques and equipment for fire suppression.

- Building construction practices
- Procedures and techniques for operation and testing equipment such as fire extinguishers, sprinkler systems and alarm systems

Ability to:

- Perform journey-level fire prevention inspection skills for a variety of buildings, structures, and installations.
- Perform annual maintenance inspections of commercial occupancies and assist Engine Companies with more difficult commercial inspections.
- Perform plan reviews of building plans as well as plan submittals related to fire permits, and assist the Fire Plans Examiner as needed.
- Identify fire hazards and recommend corrective actions.

### **EXPERIENCE AND TRAINING GUIDELINES:**

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:

#### **Fire Prevention Inspector I:**

##### **Experience:**

- One year or more of responsible experience in a variety of building construction or related inspection work that may include working with fire prevention regulations.

##### **Training:**

- Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes.

##### **License or Certificate:**

- Possession of a California Class "C" driver's license, and satisfactory driving record. Maintenance of a California driver's license is a condition of employment.
- Possession of a Fire Science Certificate is desirable.

#### **Fire Prevention Inspector II:**

##### **Experience:**

- A minimum of three years of increasingly responsible fire prevention inspection experience.

##### **Training:**

- Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes. Fire suppression experience is desirable.

##### **License or Certificate:**

- Possession of a California Class "C" driver's license, and satisfactory driving record. Maintenance of a California driver's license is a condition of employment.
- Possession of one or more of the following is required:
  - Fire Science Certificates 1A, 1B, 1C, 2A, 2B, 2C
  - Certification - Section 832 Penal Code - State of California
  - Uniform Fire Code Certification (WFCA-ICBO/ICC)
  - ICBO or ICC certificates are desirable

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

FLSA Status:           Non-exempt  
Prepared by:         Human Resources  
Revised date:         January 2010