



City of Petaluma
CLASS SPECIFICATION

Date: 07/07/2014
Job Class: 07FIIN

Fire Inspector

Summary

To perform technical duties in the performance of fire inspections, Certified Unified Program Agency (CUPA)/Hazardous Materials inspections and public fire education; to perform investigative work to ensure compliance with laws, ordinances and regulations pertaining to the prevention and control of fires and the safe storage, handling/use and mitigation of hazardous materials.

Class Characteristics

General supervision is provided by the Fire Marshal. Employees within this class are expected to perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures of the work unit. Positions may provide direction to interns and/or volunteers.

Incumbents in this classification shall hold the rank of Lieutenant and are considered Peace Officers under Penal Code Section 830.37 (b) when acting in his/her capacity to enforce laws relating to fire prevention, fire investigation and CUPA/Hazardous Materials.

Essential Duties, Skills and Demands of the Position

The duties, skills and demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with a disability to perform the essential duties, skills and demands.

Duties:

Perform annual fire inspections and CUPA/Hazardous Materials inspections and identify corrective action necessary to bring properties into compliance; prepare detailed reports of fire inspections performed, code violations observed and corrective action required.

Perform periodic follow-up inspections of new and existing buildings, structures and installations requiring Fire Department clearances.

Interpret and enforce provisions of fire prevention, hazardous materials and fire safety laws, ordinances and other regulations.

Perform plan reviews related to fire and life safety code compliance; review and interpret building fire systems and fire alarm system plans and specifications; identify deficiencies or deviations from approved plans; consult with applicants, architects and developers, as required.

Perform fire investigations to determine cause and origin of fire; collect and preserve evidence; prepare and present investigation findings.

Coordinate hazardous materials response training for Petaluma Fire Department personnel; assignments may include acting as Hazardous Materials Coordinator and maintaining hazardous materials monitoring equipment.

Perform hazardous materials investigations; respond to hazardous materials incidents in the City of Petaluma; provide mitigation and clean-up Technical Reference assistance to the Incident Commander.

Coordinate contaminated soil and/or groundwater cleanup activities after releases; review reports and remediation plans; coordinate clean-up activities with San Francisco Bay Regional Water Quality Control Board, Fish and Game and/or other agencies that have jurisdiction.

Investigate and resolve citizen complaints and engine company referrals regarding fire and CUPA/Hazardous Materials-related matters and violations of fire prevention laws.

Issue corrective orders and citations and assist in the service of arrest warrants, as required.

Develop, coordinate and implement fire prevention programs such as false alarm billing, fire inspection reporting and hazardous materials management.

Coordinate and implement weed abatement and vegetation management programs.

Provide on-going information, training and support to Petaluma Fire Department personnel regarding hazardous materials sites within the City of Petaluma and hazardous materials response tools and fire inspection requirements.

Develop and conduct public education training programs and group presentations related to fire prevention and fire investigation in conjunction with other fire department personnel.

Provide information to the public regarding fire prevention practices and procedures.

Represent the Petaluma Fire Department at staff and administrative meetings, committees and related meetings.

Direct and review the work of interns and volunteers, as assigned.

Build and maintain positive working relationships with co-workers, other City of Petaluma employees and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Perform responsible fire prevention inspection duties for a variety of buildings, structures and installations.

Apply technical knowledge and inspection techniques to detect deviations from plans, regulations and standard safety practices.

Apply technical knowledge and implement procedures and techniques used to control hazardous materials releases.

Utilize techniques for the safe response and mitigation of hazardous materials releases.

Enforce a variety of codes, ordinances and regulations pertaining to fire prevention and hazardous materials with firmness and tact.

Read and interpret building plans.

Interpret and enforce Federal, State and local fire prevention and hazardous materials codes and ordinances.

Identify fire hazards and recommend corrective actions.

Perform fire investigations including identifying types and causes of fire, recognizing, identifying and preserving evidence, and effectively interviewing witnesses and suspects.

Prepare and present educational materials to a variety of audiences.

Prepare technical reports.

Comprehend and make inferences from written materials.

Operate and use modern office equipment including a computer and applicable software.

Communicate effectively, both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

Incumbents assigned to this classification, when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions, such as very hot and/or very cold temperatures.

Incumbents must be able to move debris and dirt or other material using a shovel or rake, walk over rough, uneven or rocky surfaces, work at heights greater than 10 feet, climb ladders or steps to reach objects, wear a self-contained breathing apparatus, hear alarms and other auditory warning devices, observe or monitor objects, such as fire protection equipment and systems, buildings, underground storage tanks or data, such as underground tank test results.

Incumbents may be required to work in small, cramped areas, use common hand tools, bend or stoop repeatedly or continually over time, use stomach and lower back muscles to support the body, perform physical inventories, discriminate among colors or match colors of wiring systems and color-coded valves and piping, move objects (such as portable generators, tools, equipment and evidence) weighing up to 50 pounds over long distances, stand or walk for extended periods of time with the inability to rest at will and use arms above shoulder level.

When not performing duties in the field, incumbents work in an indoor office setting and are required to enter data into a terminal, PC or keyboard device, produce written documents using proper grammar, punctuation and spelling, use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance and sit for extended periods of time with the ability to move at will.

Qualifications

Knowledge of:

Principles, practices and techniques of fire prevention, hazardous materials laws/regulations and fire investigation.

Federal, State and local fire prevention codes and ordinances.

Arrest, search and seizure procedures.

Principles and techniques of building inspection and plan check.

Practices, procedures and equipment used in fire investigations, including the ability to recognize and collect evidence.

Procedures and techniques related to the operation of equipment such as fire extinguishers, sprinkler systems and alarms.

Procedures and techniques used to control and mitigate hazardous materials releases.

Public education material development and presentation methods.

Principles of technical report preparation.

Modern office equipment and procedures, including use of word processing, database and spreadsheet applications.

Principles of effective customer service.

Education and Experience

Any combination equivalent to the education and experience likely to provide the

required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to completion of a certificate program in Fire Technology or Fire Science from an accredited college. An Associate's degree from an accredited college or university with major course work in fire science, fire prevention, fire administration, business administration, engineering, environmental science, hazardous materials management or related field is highly desirable.

Experience:

Two years of fire prevention experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of Fire Prevention 1A, 1B and 1C certification, or the new Office of the State Fire Marshal Fire Inspector 1A, 1B, 1C and 1D series and Fire Investigation 1A and 1B.

Possession of Police Officer Standards and Training (POST) PC 832 certification prior to the completion of probationary period.

Possession of California Underground Storage Tank Inspector Certification prior to the completion of probationary period.

Completion of the following course requirements from California Office of Emergency Services (CalOES) California Specialized Training Institute (CSTI) is desirable:
Hazardous Materials Technician or Specialist certification.

Established:	On or before 03/90
Abolished:	10/18/04 - Resolution 2004-198 N.C.S.
Re-established:	07/07/14 - Resolution 2014-111 N.C.S.
Department:	Fire
FLSA Status:	Non-exempt