

CITY OF REDWOOD CITY FIRE PREVENTION OFFICER

DEFINITION

To perform technical inspection and investigative work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Chief/Fire Marshall.

Exercises technical supervision over fire department personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

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

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

Investigate complaints pertaining to violation of fire prevention laws and give correction orders as necessary, including weed abatement.

Investigate causes of fire and collect, prepare and present evidence in court when required.

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

Develop and conduct training programs and group presentations relative to fire prevention and fire investigation.

Prepare records and reports.

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of fire prevention.

Federal, State and Local fire prevention codes and ordinances.

Principles and techniques of building inspection work.

City Fire Department policies and procedures.

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

Procedures and techniques and equipment such as fire extinguishers, sprinkler systems, and alarm systems.

Ability to:

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

Interpret and enforce federal, state and local fire prevention codes and ordinances.

Identify fire hazards and recommend corrective actions.

Identify types and determine causes of fires.

Recognize, identify and preserve evidence.

Effectively interview witnesses and suspects.

Maintain records and prepare reports.

Establish and maintain effective work relationship with those contacted during the performance of required duties.

Physical Characteristics:

Must be in sufficiently good health to perform job duties and heavy manual labor.

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Experience and Education:

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

Experience:

Two years of increasingly responsible experience comparable to that of a Fire Prevention Officer for the City of Redwood City.

Education:

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

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Effective Date: May 2004

Bargaining Group: Service Employees' International Union - Local 715