

FIRE PREVENTION SPECIALIST

DEFINITION

Occupants of this non-safety classification are in the classified ~~civilian~~ service working with in the Fire Department. Under direction and supervision from the Fire Marshal, the ~~f~~Fire ~~p~~Prevention ~~s~~Specialist will be responsible for a wide variety of technical work in the analysis, application, education and training of fire safety protection and prevention principles and practices.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from Firefighters serving in Fire Prevention in that the Fire Prevention Specialist is non-~~safety~~~~sworn~~ with no active firefighting responsibilities.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification report to ~~consult with, be directed and supervised by~~ the Fire Marshal and ~~P~~provides technical information and training supervision to Firefighters assigned to Fire Prevention duties.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

Fire Systems ~~and~~ Plan Review and Inspection

1. Reviews and approves construction and equipment plans for compliance with fire protection regulatory codes including provisions of the California Fire Code, State Fire Marshal's regulations, Title 19 and 24 of the California Administrative Code, National Fire Protection Association Codes, California Uniform Building Codes, and other applicable codes.
2. Interprets and applies fire protection regulations for project applicants by conducting, including site inspections. Meets with contractors, owners, developers, and business operators to educate, establish conditions of approval, and oversee projects to completion. ~~provisions of the Fire Code, State Fire Marshal's regulations, Title 19 and 24 of the California Administrative Code, National Fire Protection Association Codes, Uniform Building Code, and other applicable codes.~~
3. Provides technical assistance to contractors, architects, engineers, developers and the public.
4. ~~Determines~~ ~~Calculates~~ construction requirements for fire flow; conducts field inspections to verify installation of fire protection and suppression systems; ~~confirms~~ ~~performs~~ calculations for on-site fire protection systems such as residential and commercial automatic sprinkler systems or other special extinguishing systems; reviews and approves fire detection and control systems.

Revised May 2016

Revised December 2002

Revised February 2002

November 1998

5. Investigates requests for alternatives to applicable fire codes and ordinances, and provides analysis and recommendations to the Fire Marshal.
6. Provides technical ~~information supervision~~ and training on preliminary plan checks to Firefighters assigned to fire prevention positions.
7. Participates in fire safety public education activities, as needed.
8. Performs on-site inspections for code compliance.
9. Prepares or assists preparation of fire prevention reports, policies, and records.

Public Education/Hazardous Materials Program Coordinator

1. Designs, organizes and presents fire and earthquake safety programs for schools, civic groups, service groups, local businesses, City departments and the general public. Designs pamphlets, visual presentations and other informational material.
2. Responds to requests for information, educational resources, and referrals from the public and other sources. ~~Investigates Surveys~~ and processes complaints.
3. Coordinates the L.A. County Certified Unified Program Agency (CUPA) hazardous materials disclosure program for the City.
4. Conducts hazardous materials inspections, investigations and mitigation.
5. Recognizes and reports fire and safety hazards and assist with other fire prevention activities. Interpret, explain and apply fire prevention and life safety codes, laws and regulations.
6. Prepares detailed reports and maintains accurate records.
7. Attends meetings and seminars to receive new information and current developments in fire and earthquake safety.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are considered less than essential.

1. May assist in ~~fire~~ investigations relating to fire suppression and detection systems to determine fire cause and origin.
- ~~1-2.~~ May issue notice of correction for compliance with Fire codes.
- ~~2-3.~~ Works in an assigned support capacity during major emergency incidents.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Fire prevention safety principles.
- Applicable codes, ordinances and standards.
- Fire detection, prevention and alarm systems.
- Fire causes, behavior and effects.
- Fire Department emergency response protocol and Incident Command System protocols.
- Publicity techniques and media resources.

Skill and Ability to:

- Interpret plans and specifications.
- Make decisions requiring independent judgment.
- Meet with the public and/or media in situations requiring tact and poise.

- Detect and resolve fire hazards in all types of occupancies.
- Communicate, train and/or teach fire safety principles and practices to a wide variety of people.
- Plan, coordinate and implement various events.
- Develop, create and compose a variety of informational, public relations or media materials.

LICENSE AND CERTIFICATES

Possession of valid California Class C Driver's License. Possession of P.C. 832 P.O.S.T. certification within one year of date of hire into classification. Possession of California State Fire Marshal Plans Examiner Certification, Fire Prevention 3A and 3B or Plan Examiner 1A, 1B, and 1C, is desirable. Possession of California State Fire Marshal Hazardous Materials Specialist Certification is desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from an accredited college with a bachelor's degree in a field related to fire science or technology, communications, education, public administration, ~~or fire science/technology~~, or a combination of professional certifications and/or coursework relevant to the fields stated above and a minimum of three ~~two~~-years practical experience in either the fire protection field with emphasis on plan checking and field inspections, or teaching, training and public/media relations.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Require the ability to climb ladders.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds.
- Is subject to office and outside environmental conditions.
- May be required to work evenings and/or weekends.