

**CITY OF ARCADIA**  
**SENIOR FIRE PREVENTION SPECIALIST**

**DEFINITION**

Under general supervision, to perform a variety of community risk reduction tasks including fire code enforcement and fire safety education program administration; to inspect construction projects for compliance with applicable fire and life safety codes and standards; and to train fire suppression personnel to conduct inspections.

**SUPERVISION EXERCISED**

May serve as a lead to lower-level employees including: Prioritizing and assigning work, and training employees on work methods and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate and participate in the Community Risk Reduction's safety education activities; provide training on general safety and risk reductions programs, fire and life safety codes, and inspection practices.

Develop and deliver community risk reduction educational programs to local schools, community groups, and members of the general public.

Respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials.

Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards; advise property owners on the removal of fire hazards; enforce compliance to correct hazards.

Conduct field inspections of new construction.

Provide technical assistance to contractors, architects, engineers, developers and the public.

Evaluate existing and proposed fire protection systems.

Take appropriate measures to promote and enforce full compliance with fire prevention codes, ordinances, laws, and regulations.

Issue warnings, notices, and citations.

Supervise and assist in the preparation and maintenance of detailed inspections reports, technical reports and statistical data.

Provide advice regarding hazardous processes, operations, and hazardous materials requirements.

Receive and investigate complaints regarding fire violations; recommend corrective actions.

Check and review building plans prior to issuance of permits; review construction and permit documents in relation to fire prevention laws and codes.

Maintain a variety of records, files and maps related to fire prevention and safety activities and programs.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and techniques related to fire science particularly in the areas of fire prevention and fire code enforcement.

Modern principles and practices of fire prevention and suppression.

Principles and techniques used in the development and implementation of community risk reduction programs.

Fire hazards and the related prevention and abatement methods.

Methods and techniques of building construction.

Principles of water hydraulics.

Chemistry of hazardous materials.

Applicable local, State, and Federal laws, regulations and standards related to community risk reduction education programs and services.

Occupational hazards and standard safety practices necessary in the area of fire inspection.

Public relations as related to obtaining cooperation and compliance to regulations and statutes.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Conduct fire inspection and code enforcement work.

Enforce regulations firmly, tactfully, and impartially.

Attend meetings, trainings and conferences to promote the Department's community safety, injury prevention, wellness, wildfire protection and preparedness programs.

Deal effectively with property owners, managers and the general public in difficult work situations.

Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Use various media, technology, communication and dissemination techniques and methods to communicate.

Read and interpret blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Observe and record findings during inspections.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

**Minimum Qualifications:**

**Experience:**

Five years of progressively responsible experience related to community risk reduction, fire prevention, plan review, and/or inspections experience.

**Training:**

Bachelor's Degree in a related field.

**License or Certificate:**

Possession of ICC Fire Inspector I and II, and Fire Plans Examiner certification or equivalent.

Possession of or ability to obtain PC 832 certification within probationary period.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association within probationary period.

Possession of an appropriate, valid driver's license.

Obtain National Incident Management System (NIMS) Certifications IS 700 and IS 800 within six months of appointment.

Obtain Incident Command System (ICS) Certification in ICS 100 and ICS 200 within six months of appointment.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** September 20, 2022