

FIRE PREVENTION OFFICER/TRAINEE



Description:

Under general direction, executes and coordinates specialized activities relating to fire prevention and fire protection planning; performs other duties as assigned.

Distinguishing Characteristics:

Fire Prevention Officer: This is the first fully qualified working level. Positions in this class are responsible for conducting fire prevention inspection in residential, commercial, industrial buildings and facilities as well as new construction and tenant improvement inspections to insure compliance with established fire codes and regulations. Incumbents in this classification are expected to be able to work independently under minimal supervision, remain competent and trustworthy in the application of their authority. Considerable ability to establish and maintain cooperative and positive working relationships with co-workers and the community is mandatory.

Fire Prevention Officer Trainee: This is the trainee level of the series. Incumbents work under well-established guidelines and supervised assignments to develop sufficient knowledge and experience to qualify for advancement to Fire Prevention Officer.

Duties may include, but are not limited to:

1. Implements and has knowledge of various codes and ordinances pertaining to building design, construction and fire protection systems.
2. May review single-family residential plans for fire requirements.
3. Under general direction performs inspections on existing buildings of various occupancies, determines compliance with applicable codes, standards and ordinances, makes recommendations and corrections relative to code and ordinance requirements.
4. Performs new construction inspections and fire protection systems tests/inspections according to approved plans.
5. Represents the Fire Department at special events and participates in public education activities.
6. Confers with Senior Plans Examiners/Fire Prevention Specialists on complex engineering plans and hydraulic calculations to assure code compliance of fire protection requirements.
7. Provides vacation or temporary relief as required.
8. Provides other duties as required.

Additional duties of Fire Prevention Officers in Safety positions include:

1. Investigates the cause and origin of fires occurring within the jurisdiction, as well as other criminal and civil investigations. Follows the course of the investigation until a final determination or adjudication is made.
2. Collects and maintains control of evidence and executes search warrants.

3. Conducts victim, witness and suspect interviews.
4. Based upon probable cause derived from an investigation, makes arrest and transports offenders.
5. Researchers, compiles and prepares documents and files; coordinates prosecution with members of the District Attorney's Office to obtain prosecution of criminal cases.
6. Has knowledge and the ability to apply codes, regulations, standards, and laws pertaining to criminal and civil prosecution. Maintains awareness of changing or new laws and regulations.

Non-Safety versus Safety Positions:

Fire Prevention Officers in Safety Positions are members of the Fire Investigation/Law Enforcement unit and are on a stand-by rotation for after hour's emergency response, and perform other emergency response functions depending on specific assignment.

Assigned fire investigators must meet minimum qualifications as outlined in County Fire Directive 5410A for peace officers and meet and maintain all POST requirements.

Typical Qualifications:

Fire Prevention Officer:

Requires two (2) years of public sector or organized fire department experience in the field of fire prevention, fire protection planning or related inspection fields. This experience must include a working knowledge of codes, ordinances and standards pertaining to building designs, construction and site plans.

Fire Prevention Class 1A & 1B must be completed within one year from date of hire.

Fire Prevention Officer Trainee:

Requires (18) eighteen months of experience in the field of Fire Prevention, Fire Suppression, Fire Prevention Public Education/Awareness, or performing safety and/or code inspections; fire safety and code inspection experience preferred.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: Varies

Salary Range: H33

Representation Unit: Specialized Fire Services

Last Updated: 5/20/2010