

# FIRE PREVENTION SPECIALIST



## **Description:**

Under direction of a Fire Prevention Supervisor, assesses information, develops, and executes activities of a specialized nature in the areas of Planning and Engineering, Inspections, Public Education, and Special Events as they pertain to the assigned job function within the Community Safety Division; performs related duties as required.

## **Distinguishing Characteristics:**

This is a journey-level classification in the Fire Prevention series. Positions in this classification are characterized by their responsibility for the planning, development, and execution of specialized programs and activities related to fire prevention and fire/life safety. Incumbents may be responsible to lead subordinates.

## **Duties may include, but are not limited to:**

### **Public Education**

1. Plans and develops various education programs related to fire prevention, safety and burn prevention, disaster and earthquake preparedness.
2. Reviews and evaluates various educational needs within the community relative to fire and life safety; implements programs to address these needs.
3. Presents and/or coordinates programs for various community groups and organizations such as homeowner groups, public and private schools, civic organizations, businesses and industry.
4. Provides instruction in identifying and correcting potential fire and life safety hazards in the home.
5. Gathers, reviews, and analyzes statistical data to determine if areas within the community require additional emphasis in fire prevention or other life safety instruction and education.
6. Reviews fire incident statistical data to determine what areas of the community require an emphasis in fire prevention.
7. Coordinates engine company level activities and their involvement in fire and life education programs.
8. Prepares press releases and public service announcements in accordance with department guidelines and in cooperation with the Public Information Officer.
9. Performs a variety of administrative and research assignments in response to requests from management; conducts studies of organizational policies, procedures, and practices relative to State and Federal mandated Fire Prevention programs.
10. Researches, compiles and prepares oral and written reports

### **Special Events:**

1. Has knowledge of, and the ability to apply, various codes and ordinances pertaining to storing, dispensing and use of flammable and combustible liquids.
2. Has knowledge, and the ability to apply, various codes and ordinances pertaining to mechanical rides present at fairs, carnivals or other special events.
3. Acquires specialized training and knowledge of fire safety codes related to the film industry, motorsports events, and pyrotechnical displays.
4. Makes recommendations and corrections relative to code and ordinance requirements; coordinates field inspections and various systems tests.
5. Confers with various customers and the public regarding fire protection requirements.
6. Must have and maintain certification as a Motion Picture Television Safety Officer by the State Fire Marshal.
7. Represents the Fire Department at various industry and community meetings pertaining to Special Events.

### **Planning and Engineering:**

1. Reviews building and site plans and blueprints; makes recommendations or corrections relative to code and ordinance requirements, determines appropriate fire protection measures; prepares conditions of approval.
2. Has knowledge of various codes and ordinances pertaining to building design, construction, and site development; maintains an awareness of changing or new standards.
3. Performs site inspections and makes determination of solutions to various project issues, problems or concerns with architects, engineers, and construction personnel.
4. Attends a variety of meetings with County or City planning personnel architects and developers as required.
5. Researches, compiles and maintains various reports, files and correspondence.
6. Must have specialized training on Fire Pump Operations/Installations/Inspections.

### **All Assignments:**

1. Maintains an ongoing positive working relationship with the public and various internal and external agencies.
2. May serve in a lead position providing guidance, training and evaluation of peer and subordinate workers.
3. Provides vacation or temporary relief and performs other duties as required.

### **Additional duties of Fire Prevention Specialists 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. Researches, 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 Specialists in Safety Positions are members of the Fire Investigation/Law Enforcement Unit, are on a stand-by rotation for after hour's emergency response, and perform other emergency response functions depending on specific assignment.

**Typical Qualifications:**

A minimum of 30 semester units (45 quarter units) in Fire Science, Fire Safety or closely related field.

Three (3) years experience in the field of fire prevention, fire safety or closely related field. This experience must include at least 6 months of specialized experience relating to the specified job function.

**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 duty 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:** H36

**Representation Unit:** Specialized Fire Services

**Last Updated:** 5/20/2010