

FIRE PREVENTION SUPERVISOR



Description:

Under general direction of the Deputy Fire Marshal, coordinates and supervises specialized activities and programs pertaining to fire prevention and fire/life safety; performs other duties as assigned.

Distinguishing Characteristics:

Positions in this classification are characterized by their responsibility to carry out and supervise the various specialized fire prevention and fire/life safety activities of subordinate staff. Incumbents perform skilled work, determine priorities, implement and modify existing policies and procedures as well as create new policies and procedures for review and implementation. Incumbents in this class exercise supervision over Senior Plans Examiners, Fire Prevention Specialists, Fire Prevention Officers and assigned clerical staff. This position reports directly to the Deputy Fire Marshal or Division Chief depending on assignment.

Duties may include, but are not limited to:

1. Supervises, coordinates and performs activities including, Planning and Engineering, Juvenile Firesetter Intervention, Special Events, various types of inspection programs, and Public Education Programs; supervision over Fire Investigators is a specialized safety assignment which will require additional responsibilities and qualifications listed below.
2. Under the supervision of the Deputy Fire Marshal, may coordinate and supervise fire prevention activities within a contract City, depending on assignment.
3. Implements and advises subordinates, management, other agencies and the public of various codes, statutes, regulations and ordinances relating to fire protection, public safety, building standards and fire prevention.
4. Analyzes programs for improvements and makes recommendations for policies, standard operating procedures and routine office procedures; writes guidance documents.
5. Conducts training of new staff in various fire prevention operations.
6. Prepares annual employee work performance evaluations.
7. Completes special project assignments, grants, and other work as assigned.
8. Reviews reports, letters, documents from other staff for accuracy, completeness and timely submission.
9. Confers with the public regarding development requirements or conditions, plan check and inspection corrections.
10. Makes presentations to the public, City Council, Board of Supervisors, business professionals and other officials regarding fire safety and prevention programs.
11. Maintains training and certification levels for staff.

12. Provides vacation or temporary relief as required.
13. Provides other duties as required.

Typical Qualifications:

Requires (5) five years of experience in the field of fire prevention or fire protection planning, with at least (1) one year of this experience acting in a lead capacity. This experience must include a thorough knowledge of commercial and residential plan review and planning practices and an extensive knowledge of codes, ordinances and standards pertaining to building designs, construction and site plans. A degree in fire protection engineering is highly desirable and may substitute for 3 years of required experience.

Completion of State Fire Marshal Certification Track Plans Examiner level at time of appointment.

Additional duties of Fire Prevention Supervisors in Safety positions include:

1. Coordinates and implements County Fire Operations directive 5410.
2. 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.
3. Collects and maintains control of evidence and executes search warrants.
4. Conducts victim, witness and suspect interviews.
5. Based upon probable cause derived from an investigation, makes arrest and transports offenders.
6. Researches, compiles and prepares documents and files; coordinates prosecution with members of the District Attorney's Office to obtain prosecution of criminal cases.
7. 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 Supervisors in Safety Positions are members of the Fire Investigation/Law Enforcement unit, on a stand-by rotation for after hour's emergency response, and perform other emergency response functions depending on specific assignment.

Safety Position Experience:

Requires (5) five years of experience in the field of fire investigation, with at least (1) one year of this experience acting in a supervisory or lead capacity. This experience must include a working knowledge of statutes, regulations and ordinances pertaining to fire and related criminal investigation as well as building standards & fire prevention. Must have and maintain a class "C" California drivers license throughout employment.

Substitution:

Two years of experience as a peace officer or criminal investigator while employed or assigned to another California law enforcement agency may substitute for one year of fire investigation experience. An Associates Degree in Fire Science may be substituted for 1 year of experience.

Completion of State Fire Marshal Certification Track to Fire Investigator 1 level at time of appointment and completion for Fire Investigator 2 level within 1 year of 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: H46

Representation Unit: Specialized Fire Services

Last Updated: 5/20/10