

City of Holtville

Job Title: FIRE PREVENTION OFFICER
Range: 43
Approved: September 12, 2005

SUMMARY: Under general supervision conducts inspections of occupancies for compliance with Federal, State and local fire and life safety codes; to review building construction and fire appliance plans for appropriate fire and life safety systems and equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS: As directed by the Fire Chief, may be assigned as department's Safety Officer or Assistant Safety Officer and assist in department compliance with NFPA 1500. As the Fire Prevention Officer, this position will be supervising the Nuisance Abatement Program, performing nuisance abatement inspections, documenting violations, and maintaining appropriate records.

EXAMPLES OF DUTIES:

- Conducting fire prevention inspections of businesses, schools, day care facilities, hospital facilities, nursing homes and other occupancies as assigned
- Reviews and approves building construction and appliance plans for adequate and appropriate fire and life safety systems and equipment
- Inspects buildings and installations during and/or after construction to ensure compliance with applicable codes
- Advises developers, contractors, property owners, the public and other City personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling and storage of hazardous materials
- Conducts follow-up inspections to ensure violations were corrected
- Assists in the investigation of fires and explosions, determining cause and origin, preparing reports detailing cause and estimated losses, and obtaining and preserving evidence
- Prepares cases for litigation when voluntary compliance cannot be obtained
- Discusses violations with owners and issues written notices, warnings and/or citations as required
- Presenting fire prevention programs and demonstrations
- Supervising the public education program and conducting public education and awareness as requested
- Completing reports, taking statements, perform filing, and maintaining case folders and records of inspections and investigations
- Setting a good example for employees and requiring that subordinates meet all required standards for conduct and performance
- Supervising and directing the activities of employees as assigned
- Researches and reviews fire legislation, codes, and ordinances
- Performing other such duties as assigned

MINIMUM QUALIFICATIONS:

Must currently hold the rank of chief officer, captain, or lieutenant with the City of Holtville and have one year of experience with a governmental agency performing fire safety, inspection, and enforcement duties of multi-family residential, commercial, or industrial structures; or three years of code enforcement experience, two years of which must have included enforcing sections of the Uniform Fire Code in a Fire Prevention Bureau.

Possession of a valid California Class B (Firefighter) Driver's License.

Hold current certifications as a Firefighter I, Emergency Medical Technician (EMT), and Hazardous Materials First Responder Operations (FRO) Certificate.