

BIG BEAR LAKE FIRE PROTECTION DISTRICT CLASS SPECIFICATION

Class Title: Fire Prevention Officer

Class Code Number: 9030

Position Designation: Technical

Division: Fire

General Purpose of Position

The purpose of this position is to perform technical and specialized work in the areas of fire inspection and fire investigation and to provide support to suppression personnel as required. This position reports to the Fire Chief and may exercise supervision over reserve and volunteer staff and functional supervision over clerical staff.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the of Big Bear Lake Fire Protection District.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Community Relations:**
Community relations are enhanced through effective communication with the community and by way of the professional and exemplary conduct of each District employee.
- III. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- IV. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- V. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- VI. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VII. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VIII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City/District are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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Expected Results

The results listed below represent examples of work typically performed by employees in this class. The following list contains examples of typical duties and is not intended to be restrictive in nature. Other duties may be assigned as the needs of the organization change.

Complex commercial and industrial structures including hospitals, auditoriums and multi-story buildings are inspected to ensure compliance with local and state fire and life safety codes.

Residential and commercial structures are inspected to ensure compliance with local and state fire and life safety codes.

Notices of correction and citations are issued to compel compliance with local and state fire and life safety codes when appropriate according to applicable regulations.

Fire protection systems (i.e. automatic fire sprinkler systems, hydrant distribution systems, fire alarm systems, etc.) are inspected for compliance with applicable regulations.

Incidents involving fire loss are thoroughly investigated and detailed reports are produced and distributed to appropriate parties.

Support is provided to suppression personnel in the protection of life, property and environment by engaging in a full range of firefighter class activities.

Professional advice, opinions and training are offered to related parties through department training sessions, public meetings, technical meetings, professional associations and other appropriate venues.

Additional related duties are sought out and performed to enhance professional development and increase the overall effectiveness of the Fire Department.

Qualifications

Education: An Associate=s Degree in Fire Science from an accredited college is required.

Experience: Two years related experience is required.

Knowledge, Skills, Abilities, and Personal Characteristics

Knowledge of the principles, systems, procedures, practices and methods employed in fire prevention, inspections and investigation, Uniform Fire and Building Codes, State and National Fire Codes, local ordinances and standards is required. Knowledge of the policies, procedures and regulations common to fire agencies is required. The individual must possess the ability to deal effectively with property owners, contractors, and the general public and be able to read and understand related plans and schematic drawings.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

Tools

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This position requires the use of a PC, word processing and spreadsheet software, and standard office equipment. This position requires the operation of a motor vehicle and standard firefighting equipment.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job: walk on uneven and/or slippery surfaces, move from place to place at emergency sites, dexterity and coordination sufficient to manipulate fire equipment (apparatus, large and small tools), occasionally lift objects weighing up to 50 lbs., move the weight of an average human body, reach for items above the head and below the feet, climb up and down ladders, enter confined spaces and other areas, move quickly and easily, crawl, stoop or bend, and visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions.

Special Requirements

A valid California drivers license, P.O.S.T. PC 832 certification, California State Fire Marshal Fire Investigation certification (or equivalent) and Fire Prevention Officer I (or equivalent) are required.

Working Conditions

This position requires the individual to be exposed to extreme weather conditions (snow, ice, wind, etc), hazardous materials and to operate under the adverse conditions common to fires (heat, smoke, etc.) This position may involve contact with the public under stressful conditions and the exposure to oxygen deficient environments utilizing SCBA equipment.