

TITLE: FIRE PREVENTION SPECIALIST

DEFINITION: Under general supervision, conducts routine code enforcement inspections and investigations specific to existing multi-occupancy structures, including mixed-use structures, to ensure compliance with various codes and regulations pertaining to building construction, fire prevention, hazardous materials, property maintenance (such as trash and combustible material storage), signage, and other fire code items.

EXAMPLES OF DUTIES:

- Conducts routine fire prevention inspections on existing dwelling construction to ensure compliance with various rules and regulations pertaining to fire codes, National Fire Protection Association (NFPA) standards, fire prevention, property maintenance (such as trash and combustible material storage), signage, and other fire code items;
- Conducts fire prevention inspections on minor commercial and industrial buildings to ensure compliance with various rules and regulations pertaining to fire codes, National Fire Protection Association (NFPA) standards, fire prevention, property maintenance (such as trash and combustible material storage), signage, and other fire code items;
- Initiates construction or installation changes to meet requirements regarding fire code items;
- Investigates and responds to public and referred public agency code violation complaints;
- Issues notices of violation related to fire code items;
- Advises residents, property owners, and business owners regarding fire code requirements and interpretation of regulations;
- Prepares reports and maintains records related to permits and inspections;
- Researches case histories, property ownership records, and other records and conducts surveys to gather data;
- Takes photographs and prepares citations, and compiles information for City Attorney/City Prosecutor for use at legal proceedings involving fire code violations;
- Presents interpretations of ordinances, codes, laws, rules and regulations to residents, groups, agencies, businesses, and other entities;
- Makes referrals to appropriate City departments;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Nine (9) semester/13.5 quarter units or more of college coursework pertaining to Building Inspection Technology, Engineering, Architecture, Code Enforcement, Fire Science Technology, or a closely related field. A current International Code Council

(ICC) certificate may be substituted for three (3) college semester units per certificate
(proof required*)

OR

- Six (6) months of full-time equivalent experience conducting inspections to ensure compliance with various codes and regulations pertaining to fire codes, National Fire Protection Association (NFPA) standards, fire prevention, hazardous materials, and/or other fire hazards;

AND

- Valid motor vehicle operator's license;
- Ability to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of National Fire Protection Associations (NFPA) standards;
- Knowledge of modern construction practices, methods, and materials;
- Ability to write reports and read and interpret plans and specifications;
- Ability to communicate effectively, both orally and in writing, with employees, the public, and representatives of various organizations and outside agencies;
- Ability to deal effectively with people of diverse ethnic, social, and economic backgrounds;
- Ability to effectively use personal computers and applications for data entry, email, correspondence, etc.;
- Ability to perform routine arithmetic calculations.

HISTORY:

Established: 09/09/2025

Classification division of the fire inspection related functions of the Combination Building Inspector Aide I-II: 09/09/2025