

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions at the entrance level of the fire prevention division, the major duties of which include performing fire inspections, fire investigations and enforcing fire safety codes. Employees of this class have the responsibility of properly inspecting structures and properties, both existing and under construction. This class is non-supervisory in nature. Employees report to and have work reviewed by the Fire Prevention Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares for inspections by reviewing previous inspection reports; reviews sections of the applicable codes for the particular type of occupancy; contacts owner/occupant to obtain permission for the inspection; inspects interior of buildings checking standpipe systems, water supply tanks, fire pumps, fire hose, water control valves, and related equipment; inspects fire extinguishing systems, fire detection and alarm systems; inspects structures to insure that they contain no electrical hazards; inspects structures to determine if they meet fire resistance requirements, checking flame spread ratings, fire walls and partitions, and related structural elements; inspects heating, ventilating, and air-conditioning systems and cooking equipment; inspects storage areas; inspects to see if the means of egress are sufficient; discusses inspection findings with building owner or manager and completes report at the end of the inspection. Reinspects areas where violations of fire codes occurred.

Investigates the fire scene by examining burn patterns, smoke stain patterns, charring and scorching patterns, signs of forcible entry, unusual debris such as containers that may have held ignition or acceleration materials; by identifying heat source; by taking photographs to record evidence; by searching for and preserving evidence; and by collecting information through interviews with owners, occupants and possible arson suspects for latter use in court. Completes a fire investigation report at the end of the investigation identifying all pertinent information the department deems necessary.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must be not less than twenty-one (21) years of age.

Must have at least two (2) years of experience in the fire service in fire suppression, fire inspection, or some related area of operations which would afford a background in fire codes and inspection procedures.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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| LC | 06-05-78 |
| Rev | 04-19-91 |
| | 07-24-92 |
| | 05-05-95 |
| | 01-28-00 |
| | 12-03-04 |
| | 09-24-08 |