

ASSISTANT FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include performance of fire inspections and re-inspections of sites where violations of fire codes were recorded, review of building plans and inspection of sites where new construction is occurring, and participation in public education programs of the fire department. The assistant fire prevention chief is also responsible for the general supervision of all lower ranking employees in the fire inspection division and for assisting the division head in performing administrative functions assigned to the division. Employees of this class may also be assigned on occasion to assist in the work of the fire investigation division. The assistant fire prevention chief reports to and has 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.

Enforces fire prevention codes and ordinances; inspects or directs the inspection of buildings, facilities, or other sites to determine the existence of potential fire or safety hazards; checks buildings for violations of fire codes; discusses inspection findings with building owner or manager and provides the person in charge with copies of all required forms and reports; makes recommendations for the correction of fire hazards; sees that all necessary information is recorded in reports and files.

Reinspects buildings where violations of fire codes occurred; issues written warning or misdemeanor summonses for uncorrected violations; gets court injunctions to close businesses or buildings with serious uncorrected violations; testifies in court when required.

Takes complaints on possible violations of fire codes and follows up in accordance with department policy.

Reviews plans and blueprints for new construction and makes reports or recommendations to the appropriate authority concerning such plans; inspects structures while they are under construction to see that construction complies with fire codes.

Conducts fire drills; draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such

plans.

Reviews incoming communications for the division and routes work to the appropriate person or location; writes letters in answer to written or oral requests addressed to the division or needed to handle problems; writes proposed changes in fire prevention codes.

Gives lectures talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers telephone inquiries about operation of the fire prevention division or any related areas of fire prevention services; coordinates special projects to enhance the image of the fire prevention division.

Supervises division employees by planning, organizing, and directing their work, by providing assistance in technical areas, and by evaluating their work performance; maintains discipline by conducting corrective interviews and by recommending disciplinary action.

Maintains a reference library on inspection topics.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Inspector.

Must possess a valid Louisiana driver's license.

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