

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible, specialized, non-supervisory position, the major duties of which include performing fire inspections of businesses, schools, and other places of public assembly, and investigating the causes of fires of suspicious or undetermined origin. The incumbent of this class conducts the fire prevention and public fire education program for the department, lecturing on fire prevention and safety, and maintaining all records of fire prevention activities for the department. The employee of this class works independently in most areas, with work reviewed by the Fire 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 the class.

Performs regular fire prevention inspections of businesses, schools, and other places of public assembly, and gathers information for pre-fire planning purposes. Inspects portable and fixed fire extinguishing systems, and functional aspects of fire detection and alarm systems. Inspects structures for electrical hazards, and storage areas for flammable and combustible liquids, to insure that proper safety precautions are being followed and all applicable codes are being met.

Receives complaints of fire hazards and of code violations and responds according to departmental procedures. Discusses inspection findings with building owner or manager, making recommendations for the correction of fire hazards. Completes reports of fire inspections, recording all necessary information, and outlining conclusions reached and recommendations made as a result of findings. Issues permits required for special occasions or circumstances which may represent fire or safety hazards.

Investigates fires which have occurred within the city and attempts to ascertain the cause and origin. Examines the exterior and interior areas of the fire scene, observing burn patterns, charring, and the direction of fire spread. Searches for, identifies, collects and preserves evidence, and protects the chain of custody for later use in court. Interviews witnesses to fires and interrogates persons suspected of arson. Secures and executes arrest warrants, and testifies in court.

Reviews records and reports which reflect incidents of fire hazards, and identifies the most important local fire problems for the purpose of developing fire education efforts. Trains fire

service personnel and volunteers who participate in the fire safety education program. Writes and delivers speeches and conducts lectures, talks and demonstrations on fire safety topics to schools clubs, or other organized groups. Responds to questions from the public about the department or any related areas of fire prevention services.

Personally completes any forms and records assigned. Documents division activities by compiling, organizing, and analyzing data for fire prevention purposes. Reviews incident reports to determine further action by the fire prevention division is required.

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 test.

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized 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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

### **EITHER**

Must have at least one (1) year of experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

### **OR**

Must have at least three (3) years experience in fire suppression as a full-time paid employee in a fire department.

Prior to confirmation, must obtain Fire Inspector I and Fire Investigator I Certifications as recognized by the Louisiana State Fire Marshall's Office.

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