

**FIRE PREVENTION OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized, non-supervisory positions in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections and conducting investigations of fires suspected to be the result of arson. Incumbents in this class coordinate public fire education on fire safety, as well as developing fire prevention education programs for the community. Employees of this class also write reports and keep records required to document Fire Prevention Bureau activity. Fire Prevention Officers receive specific instructions for most duties, but have the authority to work independently in certain designated areas. Employees of the class report to and have 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 this class.

Manages the operation of the Fire Prevention Bureau by setting objectives for the division and insuring that those objectives are met. Also oversees the operation of the fire investigation and inspection. Organizes the division, deploys equipment and personnel where needed and oversees the planning for activities of the division. Inspects division operations, evaluates their effectiveness and adjusts those operations to improve efficiency as needed. Monitors local conditions that may become fire or safety hazards.

Prepares for inspections by reviewing previous inspection reports, building plans and occupancy codes in order to become familiar with potential hazards. Inspects the interior and exterior of the building and collects information to determine fire safety and compliance with codes. Completes reports on each fire inspection and distributes to appropriate parties. If code violations are found, enforces fire prevention codes by reinspecting buildings and issuing citations as needed. Receives complaints from the public on possible code infringements and prepares evidence from inspections for use in court, testifying when called upon. Inspects structures to ensure compliance in portable fire extinguishers, standpipe systems, and fixed fire extinguishing systems. Monitors structural alarm systems to reduce the risk of false alarms. Audits structures to ensure that they contain no electrical hazards and that they meet all fire resistance requirements, including that all heating, ventilating, air conditioning, and cooking equipment meet applicable codes. Inspects storage buildings for flammable and combustible liquids to

assure that they are contained properly. Evaluates buildings to ensure that they are structurally sound and meet safety requirements. Ascertain that buildings meet the correct occupant load and have sufficient means of ventilation and departure. Oversees fire safety in public assembly occupancies at major public events, assuring that building occupancy limits are not exceeded. Checks equipment and exits to ensure code compliance. Inspects sites for the proper storage and transportation of hazardous materials and equipment. Reviews building plans to identify potential problems related to fire protection and assists institutions in developing solutions.

Investigates causes of fire at the fire scene, restricting access to the scene by placing markers to prevent contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Collects evidence using accepted search methods for later use in court. Examines the interior and exterior of the fire structure, including vehicle fires, and checks the surrounding areas for evidence of arson, such as containers that may have held accelerant materials, tools for illegal entry, etc. Identifies the combustible material at the point of origin and determines the heat source capable of igniting them and causing the fire. Takes notes, photographs, and makes sketches at the fire scene to document findings. Completes a fire investigation report that identifies the fire, structures involved, estimated damages, and any other information deemed necessary. If the fire is determined to be arson, obtains records, executes search warrants, interrogates suspects, and works with other departments in order to prepare a case for prosecution. Works with the public prosecutor's office and testifies in court to facilitate a proper disposition of the case.

Develops support for fire safety programs by contacting business leaders and providing fire safety education to workers, or enlisting the businesses as sponsors for public education efforts by the department. Serves as classroom instructor for training on fire safety and oversees the public education program. Develops fire prevention education programs for schools, clubs, businesses and other organizations. Acts as Public Information Officer for the department, answering fire safety and fire education questions from the public.

Compiles, organizes, and analyzes data and writes reports required by the department. Writes letters to handle problems or to address needs of the division. Keeps an up-to-date database of businesses in the district.

Performs any 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 and of legal age.

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall 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 possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, 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 a diploma or equivalency certificate.

Must have at least ten (10) years of work experience in a full time paid fire department.