

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible supervisory and administrative position, the primary duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The Chief of Fire Prevention supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division, including inspections, investigations and public fire education. The employee of this class oversees inspections and investigations conducted by division personnel. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having 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 operations of the Fire Prevention Division, including inspections, investigations, and public fire safety. Organizes the division and makes decisions concerning use of equipment and deployment of personnel. Inspects and evaluates the effectiveness of division operations, taking appropriate action to correct problem areas. Conducts research and oversees the planning for programs and activities of the division. Sets goals and objectives for the Fire Prevention Division and recommends management policies relating to fire prevention. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards and sets goals and objectives for the division.

Supervises subordinates by reviewing work to be done and delegating assignments for the effective operation of the division. Holds formal meetings with subordinates to exchange information or discuss work problems. Outlines responsibilities and duties, and sets priorities and long term goals for subordinates. Alters and assigns work spaces and provides subordinates with the supplies and resources needed. Sets work schedules and approves leave making sure that sufficient personnel are available to meet staffing requirements. Monitors work pace and progress of assigned job to determine if changes in method or training are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Discusses work performance with subordinates and superiors. Counsels employees who are experiencing work problems and handles employee complaints and grievances.

Maintains discipline among department employees by conducting corrective interviews and recommending disciplinary action to the appointing authority. Trains subordinates in safety and takes necessary action to control accident hazards. Provides on-the-job training and assistance to subordinates in technical areas of work.

Supervises and conducts inspections of commercial buildings, multi-unit residential buildings, institutional buildings, and places of public assembly. Prepares for an inspection by reviewing previous inspection reports, building plans and applicable codes. Contacts the owner or occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing the inspection process. Inspects interior and exterior of buildings in order to collect information to be used in determining fire safety and compliance with applicable fire codes. Takes photographs and makes a field sketch of an inspected building, including pertinent information such as floor plans, building dimensions, location of fire hydrants, and permanent objects of importance.

Supervises and conducts inspections of the functional aspects of fire detection and alarm systems. Assesses occupant load and estimates fire load of buildings and inspects buildings for structural abuse. Conducts inspections of storage sites for flammable and combustible liquids, hazardous materials, equipment and systems for handling, transferring, and transporting of hazardous materials. Inspects fixed and portable fire extinguishing equipment, including standpipe systems, to ensure proper location and performance levels. Performs inspections of heating, ventilating, air conditioning and electrical systems to ensure compliance with applicable codes and standards.

Completes a report of each fire inspection outlining conclusions reached and recommendations made as a result of the findings and reviews such reports written by subordinates. Discusses inspection findings with building owners or managers, and makes recommendations for corrective action. Enforces fire prevention codes and ordinances by reinspecting premises in which violations were identified, and, if necessary, by issuing citations, fines, or court summonses or stop work orders.

Supervises and investigates structural and vehicular fires, determining the origin and cause of such fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Collects information, makes extensive notes, takes photographs, and makes sketches and diagrams of the interior and exterior of the building to provide an accurate record and evaluation of the fire. Interviews

firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Uses the evidence collected, determines whether the fire was the result of natural causes, carelessness, or arson.

Completes a fire investigation report outlining the conclusions reached by investigating personnel concerning the cause of the fire. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to exchange information about pending cases. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when required. Receives and processes appeals from the public for exemptions from provisions of fire codes.

Makes decisions and establishes policy concerning what information should be included in all records and reports of the Fire Prevention Division and supervises the maintenance of such. Reviews incoming written communications for the division, making assignments to staff and notes as necessary in order to route work to the appropriate place or location. Reviews incident reports written by subordinates to determine if duties were completed effectively and if further action is necessary. Receives and determines if requests for the release of fire prevention records meets applicable laws and departmental policies. Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Writes letters to handle problems or to address needs of the division. Completes fire investigation reports and any other forms and records assigned.

Receives and responds to questions and complaints from the public on hazards or possible fire code violations. Supervises fire drills for business, educational and assembly occupancies by reviewing evacuation plans and instructing personnel responsible for assisting in the drills. Develops fire prevention education curriculum by analyzing target audiences. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Prepares and delivers speeches and demonstrations on fire safety topics to be used in the public fire education program. Educates the public about fire hazards, providing information on fire dynamics and built-in fire protection as well as injury prevention and control. Writes and submits public service announcements and news releases on fire safety. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division.

Evaluates division needs, reviews products with sales representatives and recommends the purchase of equipment for use in the Fire Prevention Division. Maintains inventory of supplies and equipment for the division; orders and distributes supplies as needed. Assists superiors in arranging for repair

and maintenance of division facilities and equipment, checking to see that repairs were properly accomplished. Manages the accounting of money and assets for the division. Prepares expenditure and revenue estimates and submits a divisional operating budget to the proper authority. Authorizes budgeted expenditure of funds; reviews and signs purchase requisitions or related financial records. Writes requests for grants and administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention practices. Maintains a reference library on inspection, investigation and public fire education topics for use by fire department personnel. Evaluates new laws, regulations and court rulings relating to fire prevention operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

After offer of promotion, 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 Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least two (2) years immediately preceding closing date for application to the board.