

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: FIRE PREVENTION SPECIALIST I (489)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; and coordinates fire prevention and life safety education programs. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- An Associate's degree in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Fire Administration, Engineering, Architecture, or related field from an accredited college or university; and
- One (1) year of experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- A Bachelor's degree from an accredited college or university may be substituted for the one (1) year of experience.

***LICENSES/CERTIFICATIONS***

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment
- Completion of California State Fire Training Fire Inspector 1A, 1B, 1C, and 1D course work within twelve (12) months of appointment
- Completion of California Penal Code Section 832 training course within twelve (12) months of appointment
- Incumbents shall be required to obtain and maintain any other license(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements

***DESIRABLE QUALIFICATIONS***

- California State Fire Training Fire Inspector 1 certification
- California State Fire Training Plan Examiner certification

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the non-sworn Fire Prevention Specialist series. This classification is distinguished from the Fire Prevention Specialist II classification by the performance of the more routine tasks and duties assigned to this classification. Under close or general direction, in a civilian capacity, performs technical inspections for fire prevention

## **FIRE PREVENTION SPECIALIST**

purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; coordinates fire prevention and life safety education programs; and, performs related duties as required.

### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under general supervision:

- Provides technical assistance to city departments, architects, engineers, developers, building owners, and the general public on interpretation or application of fire and life safety regulations
- Assists with plan reviews; assists with the research, development, and revision of new codes, standards and policies
- Assists with inspections of buildings and properties for compliance with applicable regulations
- Investigates citizen complaints and takes corrective action
- Performs weed abatement inspections
- Assists with the instruction of fire department personnel on fire prevention techniques
- Develops and presents community risk reduction trainings to schools, businesses, homeowner associations, and other related community groups
- Creates and presents a variety of audiovisual training aids utilizing PowerPoint, videos, and/or other related means
- Writes press releases, educational materials, public service announcements, and/or other related public information correspondence
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles of fire prevention, public education, building construction, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations Title 24
- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques
- Methods and techniques of developing effective public education, public relations and community presentations
- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public

## **FIRE PREVENTION SPECIALIST**

- Communicate effectively, both orally and in writing, with the public
- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work in a team-based environment and achieve common goals
- Prepare effective written reports
- Contribute to a safe and positive working environment
- Walk or stand for extended periods of time
- Lift, drag and push files, debris and equipment weighing up to 50 pounds
- Bend, stoop, reach, climb, carry, crawl, twist, turn, kneel, squat, crouch, and lift as necessary to perform assigned duties

### **SUPERVISION EXERCISED**

None

### **SPECIAL CONDITIONS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work evening or weekend hours.
- Must be able to perform all of the essential functions of the job assignment.

### **CLASSIFICATION HISTORY**

Rev. 03/2020

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIRE PREVENTION SPECIALIST I**  
(489)

**CLASS SUMMARY**

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**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- An Associate's degree in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Fire Administration, Engineering, Architecture, or related field from an accredited college or university; and
- One (1) year of recent experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- A Bachelor's degree from an accredited college or university degree may be substituted for the year of experience.

**Desirable Qualifications:**

- California State Fire Marshal Training Fire Inspector 1I certification
- California State Fire Marshal Training Plan Examiner certification

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment
- Completion of California State Fire Training Fire Inspector I certification within 1A, 1B, 1C, and 1D course work within twelve (12) months of appointment
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within twelve (12) months of appointment
- Incumbents shall be required to obtain and maintain any other license(s)es(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements

**DISTINGUISHING CHARACTERISTICS**

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## **FIRE PREVENTION SPECIALIST I (continued)**

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### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under general supervision:

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- Assists with plan reviews; assists with the research, development, and revision of new codes, standards and policies
- Assists with inspections of buildings and properties for compliance with applicable regulations
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- Writes press releases, educational materials, public service announcements, and/or other related public information correspondence
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles of fire prevention, public education, building construction, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations Title 24
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- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions

## **FIRE PREVENTION SPECIALIST I (continued)**

- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing, with the public
- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
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### **SUPERVISION RECEIVED**

Works under the supervision of the Deputy Fire Marshal III, Assistant Fire Marshal, Fire Marshal or other supervisor as assigned.

### **SUPERVISION EXERCISED**

None.

### **OTHER REQUIREMENTS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work evening or weekend hours.
- Must be able to perform all of the essential functions of the job assignment.