

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

TITLE: Fire Prevention Specialist II (478)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Varies	Non-Exempt

CLASS SUMMARY

Under direction, incumbents in this classification are expected to perform the full range of plan review, fire prevention inspection and education duties with only occasional instruction or assistance. Performs other related work as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree; and
- Two (2) years of experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- Additional qualifying years of full-time experience may be substituted on a year for year basis for the required education, up to a maximum of two (2) years.

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 Penal Code Section 832 training course within twelve (12) months of appointment
- International Code Council Fire Inspector I certification
- Completion of California State Fire Training Fire Inspector 1A, 1B, 1C, and 1D course work within (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 journey level classification in the non-sworn Fire Prevention Specialist series. This class differs from the lower level Fire Prevention Specialist I, in that incumbents are expected to provide technical assistance and lead direction to the Fire Prevention Specialist I incumbents and perform the more complex plan review and inspection.

FIRE PREVENTION SPECIALIST II (CONTINUED)

TYPICAL DUTIES

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

Under direction:

- Reviews and evaluates plans requiring building or fire permits to ensure compliance with the California Building Code, California Fire Code, and other state and nationally recognized standards. Plan review may include (but not be limited to) automatic fire extinguishing systems, fire alarm and detection systems, hazardous material facility closure plans, and installation of above ground hazardous materials storage tanks
- Provides technical advice to departmental officers/staff, architects, engineers, developers, building owners, and the general public on interpretation or application of fire safety codes regulations and standards
- Conducts inspections of buildings and property for compliance with fire codes, proper installation of fire alarms, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with codes and regulations pertaining to fire and life safety; and, as necessary, develops plans of correction
- Investigates citizen complaints of violations of fire codes and regulations and takes corrective action; responds to inquiries regarding fire and life safety codes and standards;
- Instructs fire department personnel on fire prevention techniques
- Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the Fire Department
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles of fire prevention, building construction including hazardous materials, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations relating to fire safety
- 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
- 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

FIRE PREVENTION SPECIALIST II (CONTINUED)

- 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 unusual hours including nights and weekends.
- Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Rev. 03/2020