

FIRE INSPECTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise fire inspection operations within the Fire Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Division Chief - Fire Marshal.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for fire inspection activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in fire inspection, plan review, code enforcement, and weed abatement.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for services, equipment, and supplies; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Inspect identified buildings, facilities, and places of public assembly as mandated by State law; determine and enforce compliance with local, State, and Federal codes and regulations related to fire prevention, suppression, and life safety.

Conduct inspections of existing businesses and facilities, new construction in progress, modifications and removal of systems; inspect and test fire sprinklers and other fire protection systems, fire alarms, and underground fire water systems; assure all tenants are properly instructed as to Fire-Safety Standards and Evacuation Procedures and Plans; demonstrate types and uses of portable fire extinguishers.

Lecture to groups on fire-safety, evacuation, fire suppression with portable equipment, use of fire alarms, telephone and citizen's band radio for reporting fires and other emergencies.

Perform over the counter plan reviews related to fire and life safety code compliance; approve or disapprove plans; work with developers, architects, and contractors to correct plans and resolve problems; review construction and business emergency plans for compliance with hazardous materials disclosure.

Provide technical assistance to fire companies and perform fire engineering assignments; perform fire investigations to determine cause and origin, collecting and preserving evidence, and coordinating with authorities in detection, apprehension and prosecution of arsonists.

Interpret and apply various local, State, and Federal fire and life safety codes for the public and make recommendations as needed; review, evaluate, and process business emergency plans and interpret policies, procedures, and documents relating to such plan requirements.

Collect, analyze and evaluate data and prepare comprehensive reports; write reports based on field notes; issue "Notices of Violation" and citations for code violations and prepare summary information reports.

Work with other governmental agencies for compliance with and enforcement of building and fire codes and standards, the building development and planning process, weed and rubbish abatement, and hazardous material disclosure and enforcement.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of fire inspection and investigation as related to fire prevention and suppression, plan review, and related code enforcement.

Equipment, tools and materials used in installing, maintaining, testing and inspecting fire alarm and fire protection systems.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct fire inspection operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently, walk, stand, kneel, climb, and bend in the field; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent codes, regulations and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in fire inspection/prevention experience.

AND

Training:

Equivalent to the completion of the twelfth grade and completion of six college units in fire or building technology-related course work.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of Fire Prevention 1A, 1B, and 1C and 2A, 2B, and 2C certifications as issued by the California State Board of Fire Services.

Possession of Fire Investigation 1A and 2B certifications as issued by the California State Board of Fire Services.

Possession of Police Officer Standards and Training (POST) PC 832 certification.

EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY

08-25-12	Fire Inspection Supervisor
01-14-04	
08-07-02	Senior Fire Inspector
02-02-99	
07-01-98	Supervising Fire Inspector
04-02-98	
04-15-97	
10-01-88	
11-15-86	Deputy Fire Marshal
07-01-79	
10-30-73	Fire Inspector
07-23-70	Deputy Fire Marshal