CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

FIRE PREVENTION OFFICER **3105**

GENERAL PURPOSE: Performs investigations to determine primary cause and origin of fires and secure compliance with fire prevention codes, laws, and standards through plan reviews, inspections, and code enforcement.

CLASSIFICATION SUMMARY: Under the direction of the Fire Chief, supervises the activities of the Bureau of Fire Prevention. Serves as primary cause and origin investigator for the Pullman Fire Services. Secures compliance with fire prevention codes, laws, and standards through plan reviews, inspections, and code enforcement. Designs and implements public fire safety education programs and classes for the general public, community groups, schools and other institutions. This position interacts extensively with the public. Direct supervision of line personnel is not a function of this position. Supervises reserves and line firefighters when temporarily assigned to the Bureau of Fire Prevention to provided additional personnel for fire investigations, inspections, or other activities directly under the control of the Bureau of Fire Prevention. Works in conjunction with the Operations Officer regarding activities that affect line personnel.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, coordinates, directs, and evaluates personnel and operations with respect to all Bureau of Fire Prevention activities throughout the City of Pullman.

Serves as the primary fire cause and origin investigator for the Pullman Fire Services.

Establishes policies and procedures in order to enforce the Uniform Fire Code and directives from the Fire Chief.

Interprets Uniform Fire Code and Standards, State and City Codes as adopted by the city and answers inquiries from contractors, builders, architects, engineers, business owners, homeowners and the general public.

Enforces Uniform Fire Code, appropriate sections of the City Code, State and National Fire Prevention Association Codes and Standards throughout the City of Pullman. Enforcement is through direct contact, letters, issuance of special notices, and Notice of Infraction citations.

Checks site, building, fire suppression, fire notification, and specialized plans for compliance with the Uniform Fire Code, State and City Codes as adopted by the city.

Provides acceptance inspections for sprinkler systems, fire alarm systems, fire suppression systems, and other specialized inspections as required by the Uniform Fire Code.

Inspects construction projects/sites, existing structures, and remodel sites for compliance with the Uniform Fire Code and other applicable codes. Resolves compliance problems with contractors, builders, architects, engineers, business owners, homeowners and the general public.

Administers the Occupancy Survey Program, a maintenance inspection program, performed by line personnel for existing buildings and other properties to eliminate fire hazards.

Responsible for the planning, coordination, and execution of yearly Sorority and Fraternity housing inspections. Acts as the liaison between the Bureau of Fire Prevention and Washington State University (Vice Provost of Student Affairs, Director of Residence Life, and Coordinator(s) of Greek Affairs).

Responsible for initiating an investigation and report on all malfunctioning and false fire alarms responded to by the Pullman Fire Services.

Responds to complaints regarding fire code violations and fire hazards.

Prepares and submits to the Fire Chief the Annual Report regarding the Bureau of Fire Prevention activities for the year.

Meets with other fire officials, elected or appointed officials, community and business representatives and the public on various aspects of the Bureau of Fire Prevention activities.

Prepares, monitors, controls expenditures, and assures compliance with established fiscal policies of the city for the Bureau of Fire Prevention budget.

Provides public education related to fire prevention fields to the City of Pullman community. This includes giving talks, demonstrations, and presentations before community groups, schools, and other organizations/institutions.

Prepares written correspondence to communicate fire protection, prevention, and public education practices so that the correspondence is concise, accurately interprets applicable codes and standards, and is appropriate for the intended audience.

Maintains data and records regarding the Bureau of Fire Prevention and other activities as assigned.

Instructs classes in assigned subject areas.

Assist in other department activities as assigned.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Ability to read, interpret, apply, explain, and interpret, rules, regulations, policies and procedures.
- Ability to convey ideas, information, and communicate effectively both orally and in writing.
- Skill in reading and interpreting codes, plans, specifications, blueprints, and determine non-compliance, work when submitted. Correspond with engineers, design draftsman, architects, installers, and contractors to correct problems, and initiate legal proceedings if necessary.
- Ability to establish and maintain effective, courteous, and tactful working relationships with the general public, department personnel, and city officials.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to meet departmental physical standards and safely operate a motor vehicle as evidence by a good driving record.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

High School Graduate or GED equivalent. Additional specialized course work and training in fire science, fire code inspection and fire prevention and a minimum of three years in a paid or combination fire department required. Must pass comprehensive written and oral examination tests for the position of Fire Prevention Officer as prescribed by the Civil Service Commission. Must be able to obtain and maintain the International Fire Code Institute certification for Uniform Fire Code Inspector within 18 months of initial hire. Must have current valid Washington State driver's license at time of employment.

TOOLS AND EQUIPMENT USED:
(For a detailed list of tools and equipment used, please refer to a current position description.)

Uniform Fire Code and Standards, Uniform Building and Mechanical Codes, WAC's, RCW's, National Fire Prevention Association Standards, and other various codes and standards, telephones, cell phone, calculator, copy machine, drafting tools, camera, gas sniffer, two-way radios, fire department vehicles, self-contained breathing apparatus, half-mask respirators, small hand tools, personal computer, including word processing, spreadsheet, and specialized software programs for Fire Prevention activities.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in office, vehicles, and outdoor settings. This includes all weather conditions, temperature extremes, also work may be performed during day and night times. Work will also be performed in emergent and very stressful conditions.

At times employee is exposed to loud noises and hazards associated with fire investigations, testing alarm systems, and construction sites. Exposures might include smoke, noxious odors, fumes, toxic a/o caustic chemicals, air-borne particles, and possible risk of electrical shock or falling objects. Employee may work near moving objects, in high, precarious places or crawl under low overheads. Work may also be in confined areas, high or low.

The noise level in the work environment varies from usually quite office settings to loud at emergency scenes and construction sites and extremely loud during fire alarm system testing.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 11/97 Revised: 3/98, 12/01