

City of San José
CLASS SPECIFICATION

TITLE: Fire Prevention Inspector (2326)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Fire Captain	Non-Exempt

CLASS SUMMARY

Performs prevention inspections to enforce fire prevention laws, ordinances and regulations. Does related work.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in fire prevention. Incumbents work a forty-hour week and are subject to standby duty and recall. Supervision is received from a Fire Captain.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education: Graduation from high school or equivalent (G.E.D. or California Proficiency Certificate).

Experience: Two (2) year of experience as a Firefighter with the San Jose Fire Department.

Licenses/Certificates:

- Possession of California State Fire Marshal Fire Prevention 1A and Fire Prevention 1B Certificates or Fire Inspector 1A and 1B Certificates.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties)

Job Expertise – demonstrates knowledge of and skill in:

- Practices, procedures, and equipment used in fire suppression.
- Law enforcement procedures and the judicial system.
- Fire hazard recognition and appraisal.

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- Tact and diplomacy in dealing with public.

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Decision Making - identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Exercising Self-Control - deals effectively with pressure and stress; reacts quickly and calmly in emergencies.

Team Work & Interpersonal Skills - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Desirable Competencies

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Job Expertise - demonstrates knowledge of and skill in:

- Principles, practices, and techniques of fire prevention.
- Laws, ordinances, and regulations governing the Fire Prevention Bureau.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Performs inspection duties in the enforcement of laws, ordinances and regulations pertaining to prevention and control of fire; the protection of life and property from fire, explosion, or panic; the maintenance of fire safety equipment; and the safe use and storage of flammable or hazardous materials.	Continuous
2.	Inspects institutions, places of assembly, and businesses that require fire clearance permits for conformance to appropriate regulations.	Continuous
3.	Inspects apartments, schools, and small businesses that require no permits when compliance cannot be obtained by inspecting line company personnel.	Continuous
4.	Issues a correction order when unsafe conditions or practices are discovered; re-inspects to insure compliance.	Continuous

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5.	Performs re-inspections as a follow-up on correction notices and letters pertaining to initial inspections. As necessary, issues a second correction order or court citation, or files a warrant for the violator's arrest.	As Required
6.	Provides expert testimony on criminal complaints filed by the Fire Prevention Bureau on offenses against fire laws, ordinances, and regulations and on civil suits involving responsibility for fires.	As Required
7.	Checks plans submitted by contractors for proposed buildings, tanks, and fire protection equipment to assure compliance with appropriate regulations. Notifies those contractors of code deficiencies and potential correction methods.	Continuous
8.	Prepares reports, standard forms, and letters.	Continuous
9.	Is subject to emergency callback while off duty.	As Required
10.	Maintains state of readiness in cases of emergency callback while off duty.	Continuous
11.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY

Created (11/63), (Rev. 4/67), (Rev. 12/81), (Rev. 6/84), (Rev. 9/97), (Rev. 6/13), (Rev. 07/15)
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