

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: FIRE PROTECTION ANALYST**

**PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (REVISED)**  
**COUNCIL APPROVAL: DECEMBER, 1985**

**JOB CODE: 0130**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

### **JOB SUMMARY**

Under supervision, analyzes plans, data, programs and reports to verify appropriate fire and life safety methods prior to construction, and makes technical inspections after construction to assure compliance with applicable codes and city specification requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Division Chief/Fire Marshal or as designated

Supervises: May supervise other fire prevention staff

### **DISTINGUISHING CHARACTERISTICS**

Fire Protection Analyst is a civilian job classification within the Fire Department responsible for performing the full range of professional fire protection plan check and inspection duties.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures
- Interprets and develops codes and specifications
- Works with other city staff in developing fire protection requirements and specifications
- Meets with developers and installers and assists them with interpreting requirements and specifications
- Makes recommendations to the Fire Marshal as to adequacy of alternative materials and methods
- Plan checks fire and life safety systems plans for industrial, commercial, and

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



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residential structures; conducts field inspections to ensure proper installation of various fire and life safety fire protection systems such as but not limited to: hood systems, fire sprinkler, fire alarm, and fire department access

- Performs development plan checks including site plans, new construction, tenant improvements, water supply systems and emergency vehicle fire access lanes; performs associated inspections as necessary
- Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary
- Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4<sup>th</sup> of July activities, beach events, street fairs, etc.
- Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems
- Makes reports and recommendations for fire code improvements
- Reports to work as scheduled; may work various hours, including nights and weekends as deemed necessary by manager/supervisor to conform with changing priorities and to meet deadlines
- Travels to various sites and locations during the course of work
- Maintains a regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes*

#### **Knowledge of:**

- Practices and procedures of technical plan check and fire inspection activities
- Applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to fire protection systems and water supply systems
- Methods and practices involved in building construction
- Mathematical concepts
- Computer equipment and associated software programs
- Quality service practices

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: FIRE PROTECTION ANALYST**

- Customer service principles and conflict resolution techniques

**Ability to:**

- Read and provide input on submitted safety plans during review
- Make oral presentations and effectively respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Perform moderately complex mathematical computations
- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions
- Prepare clear and concise written reports
- Apply City specifications, municipal codes and other regulations specific to environmental soil assessments, oil well abandonment procedures and vapor/methane mitigation systems
- Travel to offsite locations within a reasonable time frame

**Education:** Bachelor of Science degree in Civil, Mechanical, or Fire Protection Engineering or other related field.

**Experience:** Two years' fire engineering, fire protection plan check/inspection or related code application experience.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record required at time of hire and throughout employment.

Registered Fire Protection Engineer and/or certifications in building and fire codes, California State Fire Marshal's Office classes in fire prevention and other areas of fire protection preferred.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: FIRE PROTECTION ANALYST**

disaster\_service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Work is performed indoors and outdoors. When working outdoors, there is full exposure to various weather conditions. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. May require climbing stairs, ladders or scaffolding. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Requires ability to twist at the lower body, at the waist, and at the upper body. May necessitate frequent exposure to physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety and Health Act regulations and utilize approved safety equipment and protective gear including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer keyboard and screen and related office equipment

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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Rev. 8/2019 jd