

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR II

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 —~~01-18-17~~
COUNCIL APPROVAL: ~~(Revised)~~
~~10-19-09~~ NOVEMBER 2, 2020

JOB CODE: 0588
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, performs technical and specialized activities in the enforcement of compliance with codes, laws, regulations, and ordinances related to fire, building, life safety, hazardous materials, and oil wells. Performs related duties that support the mission and vision of the organization.

SUPERVISION RECEIVED

Reports to: Fire Marshal, Deputy Assistant Fire Marshal

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Inspector II is a journey-level classification and is expected to perform the full range of fire prevention inspection duties.

EXAMPLES OF ESSENTIAL DUTIES

- Performs fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and new construction sites to ensure compliance with the California Fire Code, city ordinances, state and local laws and nationally recognized fire prevention standards
- Conducts hazardous material program inspections of occupancies that exceed regulatory hazardous material program thresholds to confirm compliance with state and local requirements
- Enforces filing of hazardous material information, including chemical inventory and business emergency response plans into a web-based records system
- Prepares inspection reports, given agency policy and procedures and observations from an assigned field inspection that reflects the findings of the inspection in

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accordance with the applicable codes and standards and the policies of Huntington Beach and the Huntington Beach Fire Department.

- Reviews plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with hazardous material business plan and fire life safety requirements
- Recognizes the need for a construction or operational permits, given a situation or conditions;— Develops operational permits given the scope of activity and code requirements.
- Review plans for events, identifies need for permits, and conducts a temporary event permit inspection.
- Investigates complaints and performs follow up and documentation.
- Participates in informal and formal enforcement including notices of violation and civil citations.
- Inspects and witnesses acceptance testing of fire protection systems; interprets the various fire codes for the public and makes recommendations for alteration of inadequate fire prevention systems
- Checks plans and specifications for the installation of fire protection systems and appliances
- Reviews, evaluates, processes, and maintains a variety of files related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Completes data input and analysis of a variety of information related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Drafts reports related to fire inspection and prevention activities, including hazardous materials and oil well programs
- Prepares and issues inspection reports, safety notices, permits and correction letters that outline compliance issues and deficiencies
- Manages city-owned oil wells; issues new and reactivated oil well permits
- Conducts inspections of oil wells and oil tank farms for compliance with established regulations
- Reviews and coordinates oil well abandonments
- Maintains oil well management records and oil well wastewater records
- Maintains petroleum pipeline identification
- Reviews methane gas mitigation plans; conducts methane gas mitigation inspections
- Attends a variety of continuing education classes, seminars and meetings to maintain current knowledge of applicable codes, regulations, policies and procedures

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- Instructs assigned subordinate staff in inspection techniques; may conduct public education programs on fire safety inspection and prevention
- Participates in a variety of special projects related to fire inspection and prevention activities
- Performs fire investigator duties, if education requirements are met.
- Travels to various sites and locations during the course of work
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Performs other related duties 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:

- The codes that give a fire inspector legal authority to conduct inspections in the state of California, the California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24; California Fire Code and City of Huntington Beach local amendments in the municipal code; referenced codes and standards; California Health and Safety Code Chapter 6.95; OSHA Hazard Communication Standard.
- Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.
- Types and sources of publications including approval and listing guides, codes and standards and technical references.
- Permit application process.
- State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; process for the development of codes and standards at the local and state level; and the development and adoption of fire and life safety legislation or regulations.
- Legal authority for permit issuance and revocation; legal procedure for fire code enforcement.

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- Policies and procedures related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety.
- Plan review policies of the jurisdiction and the rationale for the plan review; how to read blueprints and identify symbols related to construction plans and specifications.
- The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.
- Calculate occupant loads, identify occupancy factors related to various occupancy classifications use measuring tools, read plans, and use a calculator.
- Operational features such as fixed seating.
- Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results and manufactures specifications.
- Fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection testing and reports of maintenance of completed installations, and use an function of various systems.
- Ability to observe, communicate, interpret codes, recognize problems and make decisions.
- Accepted fire prevention practices, fire behavior, ignition sources, safe housekeeping practices, additional reference materials related to protection of hazardous processes and code enforcement.
- Hazardous materials properties and hazards, material safety data sheet, safe handling practices, fire protection systems and equipment approved for the material; chemical reactions, safety procedures, and storage compatibility.
- Ability to read and comprehend plans for fire protection systems.
- Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment including hoods and ducts, laundry chutes, elevators, and escalators.
- Proper selection, distribution, location and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic fire sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.
- Fire behavior, fire growth potential, protection, scenarios, and evaluation procedures.
- ~~Applicable federal, state, and local laws, rules and regulations pertaining to fire prevention and hazardous materials~~
- ~~Hazardous chemicals and explosives~~
- ~~Fire protection systems~~

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- ~~Methods and practices involved in construction~~
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction, report writing methods
- Customer service principles

Ability to:

- Apply requisite knowledge.
- Make appropriate decisions based on information available.
- Communicate orally and in writing on matters related to code requirements, policies and procedures; communicate and deal effectively with fire personnel, engineers, contractors and the general public
- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing
- Interpret codes and standards, recognize problems, recognize hazardous conditions, collect and develop potential solutions, identify cost/risk benefits, and refer complaints to other agencies when required.
- Resolve conflicts.
- Identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, make calculations.
- Ability to educate public, peers, and organizations.
- ~~Conduct fire prevention inspections~~
- ~~Assess proper storage, usage, and disposal of hazardous materials~~
- ~~Assist Sworn Fire Personnel as needed~~
- ~~Read and understand drawings, diagrams and specifications for construction projects and fire protection equipment~~
- ~~Prepare reports and communications; communicate clearly and concisely, both verbally and in writing~~
- ~~Communicate and deal effectively with fire personnel, engineers, contractors and the general public~~
- ~~Perform arithmetic and basic algebraic functions~~
- ~~Ensure safety and professional work standards are met~~
- ~~Establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service~~

Education: High school diploma or equivalent certificate supplemented by one (1) year of college-level coursework (30 semester units or 45 quarter units) from an accredited college or university in skilled or construction trades, fire administration/science/technology, engineering or a directly related field.

Bachelor's degree desirable.

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Experience: Three (3) years' experience as a fire prevention inspector, hazardous material inspector, oil well compliance inspector, building inspector, public works inspector, construction inspector, engineering assistant or equivalent experience.

Licenses/Certifications: Possession of a valid California driver's license and an acceptable driving record are required at time of appointment and throughout employment.

CAL FIRE/OSFM CFSTES Certification Fire Inspector I required.

CAL FIRE/OSFM CFSTES Fire Inspector II course work completed at time of appointment; satisfactorily complete the Fire Inspector II task book and obtain CAL FIRE/OSFM CFSTES Fire Inspector II certificate during probationary period.

International Code Council (ICC) certification as a Fire Inspector I and II desirable.

PC 832 certification and CAL FIRE/OSFM CFSTES Fire Investigator course work and/or certification desirable.

Inspector must have or obtain an HAZWOPER First Responder Awareness Training within 6 months of hire, and maintain annual 8 hour refresher training.

~~PC 832 certification desirable.~~

~~Must satisfactorily complete California State Fire Training Course: Fire Prevention 1A, 1B and 1C within the probationary period.~~

~~International Code Council (ICC) certification as a Fire Inspector desirable.~~

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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

Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Must be able to work beyond a regular scheduled workday when required

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

Est. 10/2009
Rev. 1/18/17 JD
[Rev. 11/2020 PA](#)