

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE PREVENTION INSPECTOR ~~IFIRE SAFETY PROGRAM SPECIALIST~~
DATE: ~~DECEMBER 2006~~

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 ~~JULY 18, 2007~~
(Revised)

COUNCIL APPROVAL: AUGUST 20, 2007

JOB CODE: 0260
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOBDUTIES SUMMARY

Under close supervision, performs technical and specialized activities in the enforcement of compliance with codes, laws, regulations, and ordinances related to fire, building, -life safety, and hazardous materials, and oil wells. direction, reviews and approves site plans for events held in the City or City convention centers; inspects and issues fire permits; develops and implements the Fire Department public education programs; and provides emergency incident information to the media. Performs related duties that support the mission and vision of the organization.

SUPERVISION RECEIVED

Reports to: Fire Marshal, Deputy Fire Marshal

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Inspector I is the entry-level classification in this series. It differs from the Fire Prevention Inspector II by the range and difficulty 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 fire and life safety inspections at certain businesses and occupancies in Huntington Beach.

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- Conducts certain building construction and fire construction inspections following approved plans to determine compliance with the fire code; ~~Inspects and witnesses acceptance testing of fire protection systems;~~ Reviews fire system testing results for compliance.
- Administers the hazardous materials business emergency plan program; ~~Under supervision, reviews submissions to the California Environmental Reporting System (CERS) and approves or rejects submissions in accordance with the requirements of Health and Safety Code 6.95 and local requirements;~~ Performs audits, run reports, verifies billing, and work with supervisors and CUPA staff to ensure compliance with CUPA rules and regulations.
- 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
- Reviews plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with hazardous material business plan and fire life safety requirements
- ~~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 inspection reports, given agency policy and procedures and observations from an assigned field inspection that reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of Huntington Beach and the Huntington Beach Fire Department.

Prepares and issues inspection reports, safety notices, permits and correction letters that

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outline compliance issues and deficiencies

- Recognizes the need for a construction or operational permits, given a situation or conditions; - Develops draft operational permits given the scope of activity and code requirements.
- Reviews 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.
- 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
- Actively participates in objective and key result process to achieve established goals and professional standards for the organization.
- Attends a variety of continuing education classes, seminars and meetings to maintain current knowledge of applicable codes, regulations, policies and procedures
- 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
- 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

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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.

~~Reviews and, within authorized guidelines, approves event site plans for events held in the City or convention centers; performs inspections; processes and issues fire permits; coordinates the development and implementation of the Fire Department public education programs; provides emergency incident information to the media; implements fire prevention and life/fire safety programs and presents to community and school groups; provides instruction relative to identifying and correcting potential fire hazards in the home; works with residents to utilize a standard fire safety check list; conducts residential fire safety inspections to eliminate hazardous conditions; provides instruction to citizens relative to escape planning in the event of fire; implements City and Countywide Life Safety Education Programs, using available resources in a cost-efficient manner; plans, markets, solicits funds, recruits, trains, and supervises volunteers; recruits, trains, schedules, and supervises Project SHIP (Senior Home Inspection Program) volunteers and identifies corporate funding resources; develops and presents educational programs to community groups, businesses and schools; provides evacuation and fire extinguisher training to businesses for OSHA compliance; interviews juvenile fire setters and their parents to determine if and what kind of intervention and/or restitution program is appropriate; reviews fire incident statistical data to determine what areas of the community require an emphasis in fire prevention instruction; instructs City employees in proper procedures and conduct during emergency situations; plans, composes and produces written materials outlining fire prevention practices and procedures; assists engine companies in the implementation of specific district programs; instructs citizens with respect to the extinguishment of minor fires, pending the arrival of the Fire Department; provides instruction to hospitals and convalescent homes relative to life/fire safety and escape planning; uses various demonstration props and audio visual equipment; performs Fire Department public information duties at fire scene incidents; acts as Department liaison to the radio, TV and press; designs and produces public education and promotional materials such as flyers, brochures, and annual Department reports; writes press releases for local newspapers, newsletters, and trade magazines; provides staff support for emergency operations center; serves as liaison on assigned committees, and performs related duties and responsibilities as assigned.~~

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MINIMUM QUALIFICATIONS

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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, ~~given~~ 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.
- Permit policies of the jurisdiction and the rationale for the permit.
- Plan review policies of the jurisdiction and the rationale for the plan review.
- The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.
- Occupancy classification types; operational features; and fire hazards presented by various occupancies; occupant load factors; means of egress elements, types of construction, occupancy egress requirements, relationship of fixed fire protection systems to egress requirements and to approved means of egress elements, including but not limited to doors hardware and lights; acceptable building construction methods and materials; ~~b~~
- Basic understanding of the component of fixed fire suppression systems; determine readiness of existing fire detection and alarm systems; basic understanding of portable fire extinguishers including their components and placement
- Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.
- Ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.
- Ability to read and comprehend plans for fire protection systems.
- Requirements relative to emergency evaluation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies.
- Emergency access and accessibility requirements.
- Classification properties, labeling, storage, handling and use of hazardous materials.

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- Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, and building construction elements, decorations, decorative materials, and furnishings.
- Basic knowledge of computers, including work processing, data spreadsheets, and email programs.
- Applicable federal, state, and local laws, rules and regulations pertaining to fire prevention and hazardous materials
- Hazardous chemicals and explosives
- Fire protection systems
- 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:

- Read and understand laws and regulations, fire codes, and procedures related to fire prevention inspections
- Conduct fire prevention inspections
- Communicate clearly and concisely with Department personnel, businesses, and residents, both verbally and in writing; perform field inspections for fire code compliance including building construction, egress, fixed fire suppression systems, extinguishers, and recognize hazardous operations and conditions
- Understand and classify hazardous material by its properties, and identify a hazardous material's Federal hazard classes and Fire Code hazard categories.
- Ability to learn new concepts and adapt to changing environment, including new technology, codes, policies, or procedures.
- Ability to maintain a large inventory of inspections, tasks, and projects.
- Work in teams.
- 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

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- 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; courses in fire prevention, fire inspection, fire education, or other directly related field; prefer bilingual language skills.

Bachelor's degree desirable.

Experience:

One (1) year experience with fire prevention, hazardous material management, compliance inspections, code enforcement, or permit processing.

One (1) year 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.

Complete CAL FIRE/OSFM CFSTES Fire Inspector I course work and certification during probationary period.

PC 832 certification desirable.

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

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

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.

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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.

FLEXIBLE STAFFING/RECLASSIFICATION

Fire Prevention Inspector I incumbents may be recommended for reclassification upon completion of probation and meeting the minimum qualifications of Fire Prevention Inspector II, specifically:

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 directly related field PLUS three (3) years of experience as a fire prevention inspector, hazardous material inspector, oil well compliance inspector, building inspector, public works inspector, construction inspector, engineering assistant PLUS CAL FIRE/OSFM CFSTES Fire Inspector II course work completion.

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the Department Head based upon operational and staffing requirements.

Knowledge of: National Fire Protection Association Curriculums and Guidelines, Uniform Fire Code, Building Code, City Ordinances, Fire Department Policy Manual, OSHA Guidelines; fire extinguishers, smoke detectors, CO2 detectors; methods and techniques of developing educational and informational materials; fundamentals of training programs; principles and practices of recordkeeping.

Ability to: Read and understand fire safety manuals, codes, and procedures; communicate clearly and concisely with Department personnel, the media, community groups, businesses, and residents, both verbally and in writing; develop and produce various forms of media for presentation to various groups; identify fire hazards and recommend corrective procedures; analyze and understand fire incident statistical data; develop and implement educational and informational programs; and direct the work of volunteer staff.

Education: High school diploma or equivalent; courses in fire prevention, fire inspection, fire education; prefer bilingual language skills.

Experience: Three (3) years in public relations or community services.

Licenses/Certifications: Possession of a valid California driver's license by time of appointment.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS — ~~Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift objects 10 to 20 pounds. Employee accommodations for physical disabilities will be considered on a case-by-case basis.~~

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.

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