

Fire Prevention Inspector I/II

Definition:

Under direction, performs technical fire and life safety inspections of new and existing structures and fire protection systems to ensure compliance with the California Fire Code, California Building Code, state, local, and fire and life safety codes.

This is the first and second level of the Fire Prevention Inspector series. Promotion between levels I and II is considered on a merit basis and is subject to recommendation of the Department Head.

Depending on assignment, incumbents in this classification must be available to work nights, weekends and holidays in addition to their regular work schedule.

Fire Prevention Inspector I: This is the entry level in the Fire Prevention Inspector flexible classification series. Incumbents are responsible for the performance of tasks that include plan review, administration of fire prevention programs, and routine fire inspections. The Fire Prevention Inspector I is distinguished from the Fire Prevention Inspector II by the degree of responsibility for decision making and independent action.

Fire Prevention Inspector II: This is the journey level in the Fire Prevention Inspector classification series. This classification is distinguished from Fire Prevention Inspector I in that the Fire Prevention Inspector II participates in the more difficult and specialized inspections requiring the exercise of independent judgment and initiative. Incumbents may assist in the training and provide direction to Fire Prevention Inspector I's.

Essential Functions:

- Reviews, interprets, and enforces the fire code on residential, commercial, and industrial building and facilities.
- Conducts inspections on construction sites and existing occupancies to ensure compliance with applicable federal, state, and local building and fire code and regulations.
- Performs plan checks on residential, commercial, and industrial construction projects.
- Provides customer service by responding to questions and providing guidance regarding fire inspections and processes.
- Responds to and investigates complaints regarding fire inspections and processes; issues and explains correction notices, letters, permits, conditions, specifications, guidelines and negotiates code compliance issues with the public, contractors, and consultants.
- Provides fire prevention and hazardous materials disclosure information to the public, Fire Department personnel, and other agencies and evaluates information provided on disclosure forms and assigns fees and interprets policies, procedures, and documents relating to types of chemicals and requirements of the disclosure ordinance.

- Determines if a business plan is required and reviews, evaluates, and processes business emergency plans.
- Performs field checks of fire prevention systems including but not limited to hydrant flow tests, fire sprinkler system test, access requirements, and exiting requirements, and gathers and correlates hydrant information such as location, size, type, water pressure, flow rates, and updates water maps as necessary.
- Inspect safety conditions and other fire suppression/alarm equipment after a structure fire and analyze technical data to develop policies, procedures, programs, and plans.
- Stays abreast of all applicable codes, regulations, policies, and procedures.
- Researches and assesses federal, state and local policies, procedures, codes and ordinances, and performs administrative activities in support of inspection such as filing, electronic reports, sending out letters, and issuing permits.
- Upon activation of the Kern County Operational Area Emergency Operations Center (EOC) and/or Kern County Fire Department's Operation Center (DOC), may be called upon to provide assistance to the EOC and/or DOC.
- Works collaboratively with other Kern County departments, other governmental agencies, and related personnel on a variety of fire and life safety inspection, enforcement, and outreach activities.
- Assists in conducting public outreach and training sessions for various customers and audiences.
- Performs other job related duties as required.

Employment Standards:

Minimum Qualifications:

Level I:

- High School Diploma, G.E.D. or equivalent
- Completion of 60 semester or 90 quarter units from an accredited college or university **OR** one (1) year of building or fire code enforcement experience, performing safety inspection and/or enforcement duties **and** California State Fire Marshal Prevention Inspector 1A, 1B, 1C, and 1D Certificates **OR** two (2) years of education, training and/or code enforcement experience performing safety inspections and/or enforcement

Additional Requirements

Appointees must obtain the Office of California State Fire Marshal (CSFM) Fire Inspector I Certificate within 18 months of appointment or employment will be terminated.

Level II:

- High School Diploma, G.E.D. or equivalent

- Completion of 60 semester or 90 quarter units from an accredited college or university and two (2) years of paid experience equivalent to a Fire Prevention Inspector I in the Kern County Classification System **OR** four (4) years of paid experience equivalent to a Fire Prevention Inspector I in the Kern County classification system.
- Possession of an Office of California State Fire Marshal (CSFM) Fire Inspector II Certificate.

Both Levels:

- Possession of a valid California Motor Vehicle Driver's License is required upon appointment.

Knowledge of: California Fire Code; California Building Code; state, local, fire and life safety codes practices; NFPA Standards and Codes; procedures for fire prevention; use of equipment for fire prevention; building, electrical, mechanical and fire codes; fire suppression techniques and equipment; and customer services principles.

Ability to: effectively apply standard fire prevention techniques; maintain composure in stressful situations; communicate effectively, both orally and in writing; interpret federal, state, and local regulations pertaining to fire code enforcement; maintain accurate records; prepare clear, concise reports; analyze and interpret reports of general or technical nature and use computer applications including word processing, spreadsheets, and databases

SUPPLEMENTAL:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster