

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**FIRE PREVENTION INSPECTOR II - 1475**

**DEFINITION:**

Under general supervision, to conduct inspections of occupancies for compliance with Federal, State, and local fire and life safety codes; to review building construction and fire appliance plans for appropriate fire and life safety systems and equipment; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the fully experienced or journey-level class in the Fire Prevention Inspection series. Employees in this class are expected to perform the more complex and technical field inspections and plan checks requiring only occasional instruction or assistance as new or unusual situations arise. Work is typically reviewed upon completion for conformance with applicable codes and departmental policies and procedures. Positions classified at this level may be underfilled with a Fire Prevention Inspector I, in accordance with the City's Career Advancement Program.

**\* EXAMPLES OF DUTIES:**

- Conducts periodic field inspections of high rises, industrial, commercial, and multi-residential structures for compliance with Federal, State, and local fire and life safety codes and ordinances;
- Reviews and approves building construction and appliance plans for adequate and appropriate fire and life safety systems and equipment;
- Conducts complex and technical plan check reviews and related inspections for new construction and tenant improvements for all types of occupancies;
- Inspects buildings and installations during and/or after construction to ensure compliance with applicable codes;
- Issues and reviews violation notices with owner and re-inspects for compliance;
- Plans and schedules inspections;
- Discusses violations with owners and issues written notices, warnings, and/or citations as required;
- Prepares a variety of reports;
- Conducts follow-up inspections to ensure violations were corrected;
- Prepares cases for litigation when voluntary compliance cannot be obtained;
- Investigates citizen complaints of reported fire and/or life safety hazards;
- Advises developers, contractors, property owners, the public, and other City personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling, and storage of hazardous materials;
- Researches and reviews fire legislation, codes, and ordinances;
- Maintains files and records of fire inspections.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a sworn Fire Prevention Inspector I with the City of San Diego; **OR** one year of full-time experience as a Fire Engineer with the City of San Diego; **OR** four years of full-time experience as a Fire Fighter I, Fire Fighter II, or Fire Fighter III with the City of San Diego; **OR** four years of full-time journey-level experience performing a wide range of fire safety inspection and code enforcement duties including inspections of multi-family residential, commercial, or industrial structures. Three years of this experience must involve enforcement of sections of the California Fire Code as a sworn/safety employee.