

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**FIRE PREVENTION SUPERVISOR - 1476**

**DEFINITION:**

Under direction, to supervise the work of a unit of Fire Prevention Inspectors; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises the personnel and operation of a fire prevention inspection unit;
- Responds to requests and complaints from the public regarding code requirements and Fire Prevention Bureau/Community Risk Reduction Division activities and functions;
- Conducts inspections for quality control and uniformity in enforcement;
- Reviews proposed legislation at the local, State, and Federal level pertinent to code enforcement or other Fire Prevention Bureau/Community Risk Reduction Division functions;
- Assists in the development and/or revision of policies, procedures, and/or code regulations;
- Explains department policies and procedures, and City, State, and Federal regulations and codes;
- Prepares, reviews, and evaluates reports and correspondence;
- Represents the department before government and community bodies on current and proposed programs and/or activities;
- Serves on committees and groups to discuss changes in fire technology and coordinate activities or programs;
- Testifies in court regarding enforcement cases;
- Analyzes problem areas and develops plans for solutions;
- Establishes and maintains communication with various governmental and private agencies;
- Mediates and resolves employee complaints and grievances;
- Conducts special studies;
- Trains and evaluates the work performance of subordinates.

**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>.

- \* 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.**

One year of full-time experience as a sworn Fire Prevention Inspector II with the City of San Diego; **OR** one year of full-time experience as a Fire Captain with the City of San Diego; **OR** one year of full-time experience as a Fire Engineer performing skilled fire safety inspection and enforcement work for the City of San Diego Community Risk Reduction Division (CRRD) (formerly called the Fire Prevention Bureau); **OR** two years of full-time experience as a Fire Fighter I, II, or III performing skilled fire safety inspection and enforcement work for the City of San Diego Community Risk Reduction Division (CRRD) (formerly called the Fire Prevention Bureau).