

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FIRE PREVENTION INSPECTOR I

DEFINITION:

Under general supervision and in a training capacity, 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 entry level class in the Fire Prevention Inspector series. In a training capacity, employees in this class are typically assigned the more routine and less complex inspection and plan check duties. Direction for completing work is typically more specific and work is more closely reviewed at various intervals and upon completion. Most positions are classified as Fire Prevention Specialist II, the journey level, and may be underfilled with Fire Prevention Specialists 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;
- Reviews and approves building construction and appliance plans for adequate and appropriate fire and life safety systems and equipment;
- Inspects buildings and installations during and/or after construction to ensure compliance with applicable codes;
- 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.

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 Announcement for updated minimum qualifications.

One year of experience with a governmental agency performing fire safety, inspection, and enforcement duties of multi-family residential, commercial, or industrial structures; **OR** three years of experience as a Fire Fighter I or II with the City of San Diego; **OR** three years of code enforcement experience, two years of which must have included enforcing sections of the Uniform Fire Code in a Fire Prevention Bureau. Possession of a valid California Class C Driver's License.

- * **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.