

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FIRE PREVENTION SUPERVISOR

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 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 functions;
- Assists in the development and/or revision of policies 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 Announcement for updated minimum qualifications.

One year of experience as a Fire Prevention Inspector II with the City of San Diego; **OR** one year of experience as a Fire Captain with the City of San Diego; **OR** one year of experience as a Fire Engineer performing skilled fire safety inspection and enforcement work for the City of San Diego Fire Prevention Bureau; **OR** two years of experience as a Fire Fighter performing skilled fire safety inspection and enforcement work for the City of San Diego 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.