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09/05/95

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR FIRE SAFETY INSPECTOR

DEFINITION

Under direction, to supervise and perform fire safety education, prevention, inspection, and enforcement duties; to participate in the review of building plans and construction; and to do related work as required.

REPORTS TO: Deputy Fire Marshal

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Deputy Fire Marshal. Exercises general supervision over Fire Safety Inspectors.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Develop, coordinate, and present public information releases and fire safety education programs; prepare and supervise preparation of pamphlets, brochures, and like materials.
- Inspect buildings under construction, fire protection systems, and flammable liquid storage and dispensing facilities for compliance with fire and life safety codes, standards, and policies.
- Issues notices, warnings, and citations, keeping records of inspections and preparing reports.
- Investigate and review the investigation of public complaints concerning fire safety and response made to requests for service and assistance.
- Coordinate inspection activities with other City departments, divisions, and outside agencies.
- Resolve conflicts between inspectors and contractors and property owners.
- Assist in the training and evaluation of subordinates.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fire safety education, inspection, and enforcement work.
- State and local fire and life safety codes, standards, and policies.
- Public relations techniques and practices.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Interpret fire and life safety codes and standards.
- Detect fire hazards and code violations.

- Enforce codes and standards with firmness, tact, and impartiality.
- Communicate clearly and concisely orally and in writing.
- Understand and interpret building plans and specifications.
- Supervise, train, and evaluate subordinate inspectors.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by college level courses in Fire or Building Inspection, Code Enforcement, Hazardous Materials, Fire Protection Systems and Building Components, or closely related coursework. Up to two years of additional related education may substitute for two years of the required experience.

Experience: Two years of experience comparable to that of a Fire Safety Inspector II with the City of Riverside when assigned inspection and enforcement duties, or four years of either fire safety education or community education experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of a Certificate of Completion for PC-832 (Arrests and Procedures) training within 6 months of employment.

Possession of State Fire Marshal certification as Fire Prevention Officer I*, or certification as a Fire Code Inspector** from the International Conference of Building Officials, within two years of employment.

* Fire Prevention Officer I requirements:

- a) Completion of Prevention 1A, 1B, & 1C as prescribed by the State Fire Marshal.
- b) 3 years paid fire prevention experience with a California Fire Department.
- c) Completion of 30 college units of which 15 are Fire Science related.

** Fire Code Inspector Certificate:

- a) Attainment of certificate as prescribed by the International Conference of Building Officials.
- b) 3 years paid fire prevention experience with a California Fire Department.
- c) Completion of 30 college units of which 15 are Fire Science related.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Fire Safety Inspector

TO: Deputy Fire Marshal