



JOB TITLE: **BUILDING FIRE SAFETY OFFICER**

DEFINITION

Provides technical review of development projects for compliance with required Federal, State, and municipal fire protection codes and ordinances; responds to a variety of requests for information and advice relative to fire and building codes; reviews plans and specifications of buildings or developments for compliance with building and fire regulations; performs field inspections of building and fire related construction.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn advanced technical position in which incumbents must have working knowledge of development regulations related to building, fire and/or other development review concepts. Incumbents must be able to provide building and fire related information to the public, other City staff, City's Major Project Review Team, and external agencies including development applicants having varying experience and levels of sophistication. Must conduct plan checks and field inspection on development projects for compliance with California Fire Code, California Building Code, State Codes and City ordinance requirements related to fire regulations. This job class functions at a full journey level classification and requires a thorough knowledge of current Federal, State, County and City laws, codes and ordinances related to building construction and fire protection systems in development.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Permit Center Manager/Building Official
- Receives technical direction from the Fire Chief or Fire Marshal
- Provides lead oversight, work review and instruction to other inspection staff for fire related construction inspections.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Interprets and enforces provisions of the California Fire Code, California Building Code, State Codes and fire prevention and fire safety laws, ordinances and other fire related regulations
- Performs periodic inspections of new and existing buildings (commercial, industrial, residential, etc.), structures and installations requiring fire clearance or approval; identifies fire hazards; recommends corrective action; performs follow-up inspections to see that corrective measures are taken
- Checks and approves site, building, and fire protection system plans for compliance with the California Fire Code, California Building Code, State Code and City ordinance requirements
- Performs tests on water flow, sprinkler and fire alarms and elevator return systems; certifies smoke detection devices and similar fire prevention systems
- Enforces building, fire, electrical, mechanical and plumbing codes related to fire regulations; ensures proper quality materials are being used and ensures the correction of defects

Building Fire Safety Officer - 2

- Provides staff support at the Permit Center. Responds to questions and inquiries at the counter as needed. Processes plan check requests and responds to a wide variety of requests for information and related inquiries. Consults with architects, developers and the general public on related fire problems and solutions
- Develops and conducts training programs and group presentation or information relative to fire prevention and fire code regulations for the general public or City staff. Instructs other City staff about code interpretation and inspection techniques regarding fire prevention and fire codes
- Advises and assists the public with the preparation, filing, approval and issuance of Fire Permits
- Calculates and prepares Fire Permit fees
- Maintains plan files and related documents and records
- Operates standard office equipment, including computer equipment as assigned
- Prepares written reports and correspondence
- Promotes and maintains safety in the work place
- Applies basic engineering principles and system design of buildings and fire protection systems
- Applies building, zoning, national standards, and fire related codes and construction practices
- Investigates complaints and alleged violations of building and fire regulations; issues notices of non-compliance or notices of violations to correct violations of applicable ordinances
- Recommends changes to codes, rules and regulations, and forms and procedures to correct identified problems and help ensure the process is efficient, effective and fair, under the direction of the Building Official/Fire Chief/Fire Marshal
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Uniform Fire Code, Uniform Building Code, and California State Fire Marshal Regulations
- principles, practices, and techniques of fire prevention and construction inspection work
- blueprint reading and fire plan review techniques
- fire alarm and fire suppression systems
- instructional methods and public speaking
- techniques for effectively dealing with the public, in person and over the telephone, in conflict situations

Ability to:

- work independently with minimal supervision within a team environment
- understand and interpret applicable codes, laws, ordinances and regulations
- analyze the effectiveness of and make recommendations for changes in procedures, policies and programs
- enforce a variety of codes, ordinances and regulations pertaining to fire prevention with firmness or tact
- conduct and participate in related training programs

Building Fire Safety Officer - 3

- communicate clearly and concisely, both orally and in writing
- follow departmental rules, policies and procedures
- analyze and resolve specific development related questions or issues regarding fire regulation, fire plan review, field inspection and permit issuance
- establish and maintain cooperative working relationships with those contacted in the course of work such as builders, contractors, design professionals, the general public and other City staff
- make accurate arithmetic calculations
- maintain accurate records of plans submitted, fees received and work performed
- prepare clear and concise correspondence and other written materials
- gather and assemble data and prepare routine reports
- work under limited supervision in standard work situations
- use initiative and independent judgement within established procedural guidelines
- work effectively and maintain a calm demeanor under stressful conditions and with frequent interruptions
- correctly operate one or more calculators, multi-function telephones, personal computers, printers, copiers, fax machines, and a two-way radio requiring fine hand manipulation
- hear and distinguish various sounds, such as voices of co-workers in noisy environments, operating equipment
- read plans, maps and other color drawings
- work outdoors subject to noise, heat, dust, fumes, hazardous materials
- work indoors subject to office equipment, perfumes, dust, blueprints, paper, ink
- sit for prolonged periods of time when working at a computer or attending meetings, hearings, court proceedings or seminars
- stand for prolonged periods of time while working in the field, providing training or at public presentations
- walk, bend/stoop, kneel, squat, crawl/climb, push/pull, twist/turn, carry, balance and reach while conducting inspections or investigating complaints
- lift up to 50 pounds
- drive an automobile
- speak English effectively to communicate in person or over the telephone
- speak Spanish is highly desirable
- learn new skills as changes occur and expand skills by taking additional courses and attending seminars, workshops and individual study
- establish and maintain effective working relationships with those contacted in the course of the work

License and Certificates:

- A valid Class C California Driver's License and a safe driving record

Possession of one or more of the following is highly desirable:

- Fire Science Certificate
- Fire Inspector Certification (IFCI)
- Fire Plan Check Certification (IFCI) required at one (1) year of employment

Building Fire Safety Officer - 4

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

- Equivalent to graduation from high school and supplemented by college level fire science, fire prevention and/or building construction regulations
- Two years of responsible experience with a governmental agency or private organization, including enforcement or design work to meet required fire regulations, fire prevention or inspections or development, and fire plan check or design of fire systems . Experience in a public agency setting is preferred.
- Experience in a planning, building, contracting, public works or a related field is highly desirable. Possession of an Associate of Arts degree in building, construction technology or a related technical field is desirable, and such education may be substituted for up to one year of related experience
- Any combination of education and experience equivalent to an Associate Degree in Fire Technology or related field supplemented by completion of CFA Fire Prevention Officer Level II course work and two years of recent code enforcement experience