

FIRE PREVENTION OFFICER

NATURE OF WORK

This is responsible fire inspection work and participation in fire safety and compliance programs.

Work involves fire and life safety inspections and reinspections. Work of this class involves assisting in determining the origin of fires. This is not a full supervisory nor lead classification, however the classification may be required to train others in work routines. The work of this class is performed under the direct supervision of a higher ranking fire officer as experience is gained work may be performed independently with periodic monitoring for quality and effectiveness.

The work of this classification is distinguished from that of a Deputy Fire Marshal by the absence of authority to approve fire/life safety plans, determine hazardous occupancies or issue Fire permits.

Fire Prevention Officers may automatically promote to Deputy Fire Marshal I after meeting the credentials required after appointment of a Deputy Fire Marshall I upon receipt of credential proof by the Fire Marshal and approval of the Personnel Director.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Inspects commercial occupancies for conformance with fire prevention code.

Maintains, compiles, and evaluates fire inspection records on computer; assists in arranging fire prevention promotional activities; assists Deputy Fire Marshal in the fire investigations.

Delivers oral presentations and gives demonstrations to public and private groups.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in fire fighting, fire prevention, and fire investigations is desirable; graduation from high school; supplemented by fire science courses or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities: Knowledge of codes governing fire prevention and protection.

Knowledge of fire investigation and evidence procedures.

Skill in the use of modern office equipment including personal computers and audio visual equipment used in educational efforts.

Ability to locate, diagnose, and define existing and potential hazardous conditions in buildings and installations.

Ability to make firm recommendations leading to the enforcement of appropriate laws and ordinances with firmness, tact and impartiality.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to work harmoniously with citizens, public officials, and fire personnel.

Ability to plan and organize work for effective use of time.

Possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

Work involves both field and office work. Office work involves working a 40 hour work week with occasional off duty calls to emergency scenes to assist with fire investigations. Office work involves dealing with a variety of interruptions, changing priorities and deadlines, plan and organizing work for accomplishment, and reviewing a variety of reports and information. Field work involves traveling from site to site efficiently, meeting with a variety of people, informing them of potential safety hazards and gaining cooperation to mitigate those hazards. The work involves making formal presentations to a variety of community groups or agencies and participating in a variety of meetings.

Personnel Director

