

# Fire Prevention Officer

Class Code:  
1232

Bargaining Unit: International Association of Fire Fighters

CITY OF OLYMPIA

Established Date: Feb 1, 2000

Revision Date: July 18<sup>th</sup>, 2017

## **SALARY RANGE**

\$37.97 - \$46.41 Hourly

### **DESCRIPTION:**

Under direction of the Captain/Assistant Fire Marshal, perform technical inspections to enforce fire prevention laws, ordinances, and codes; promote the development and use of effective fire prevention methods; provide instruction to the general public regarding fire codes and fire prevention; and perform fire scene investigation and handle complaints. May respond to emergency medical service calls and perform fire suppression duties.

### **ESSENTIAL FUNCTIONS:**

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

#### Duties and Responsibilities:

1. Inspect commercial, assembly, educational occupancies, buildings, and facilities; identify fire hazards and assure proper function of fire protection equipment.
2. Inspect occupancies with potentially hazardous conditions or specialized activities such as welding or spraying painting facilities and facilities where flammable, combustible, or hazardous materials are stored, mixed, or dispensed.
3. Respond to complaints and reports of fire code violations; inspect premises and assess hazards; make appropriate recommendations and issue citations as needed; conduct re-inspections and follow up as appropriate.
4. Respond to fire alarm calls, secure fire scene for investigations, interview witnesses, photograph fire scene, prepare scene diagram and collect evidence to establish the cause and origin of the fire.
5. Prepare fire investigation reports as required documenting fire damage, description of premises, fire indicators, area of origin and substantiating evidence of cause, origin, and classification.
6. Walk through facilities with the owner or designated representative to identify fire and safety hazards.
7. Promote the development and use of effective fire prevention methods; provide information regarding the storage of flammable material, electrical hazards, and other common causes of fires.
8. Assure compliance with a variety of fire prevention laws, ordinances, and codes; initiate steps to enforce compliance as needed.
9. Instruct employers, civic groups, school children, and others in extinguishing small fires, escaping burning buildings, operating fire extinguishers, and establishing evacuation plans; prepare and produce handouts and other informational materials.
10. Prepare and maintain records related to fire inspections, code requirements, permits, and training.
11. Write inspection infraction letters and other communications outlining code compliance requirements; research code sections to determine proper application of requirements.
12. Conduct special studies and projects related to fire inspection and prevention.
13. Perform related duties as assigned.
14. Respond to structural fires during duty hours and off duty when requested by the officer in charge.
15. Perform fire suppression and emergency medical tasks as required.
16. May be called upon to perform firefighting duties.
17. Maintain EMT certification by providing routine and emergency medical services in response to emergency medical service calls.
18. Punctual, regular and reliable attendance is essential for successful job performance.

### **TYPICAL QUALIFICATIONS:**

#### Knowledge, Skills, and Abilities:

1. Principles and practices of fire science methods, materials, and equipment used in fire suppression and arson investigation.

2. Fire prevention laws, ordinances, and codes.
3. Record keeping techniques.
4. Verbal and written communication skills used to impart information, inform, and educate.
5. Interpersonal skills, such as listening, understanding, and using tact, patience, and courtesy in difficult situations.
6. Technical aspects of fire inspections, arson investigation, and code/regulation compliance.
7. Knowledge of building design and construction technology.
8. Reading, interpreting, understanding, complex manuals, plans, drawing, diagrams, maps, and regulations and applying to a variety of situations, issues, and problems.
9. Collecting, organizing, recording, and evaluating information gathered from interviews, eyewitness accounts, documents, and statements.
10. Developing effective, comprehensive, informative, interesting, and up to date educational materials in a variety of formats.
11. Listening to descriptions of methods, events, procedures, and operations and evaluating received information for accuracy, completeness, and responsiveness.
12. Gaining compliance with applicable codes and/or ordinances.
13. Learning about and adapting to emerging techniques/technology and codes.
14. Meeting demanding deadlines and organizing daily work effectively.
15. Performing a variety of construction related arithmetic and mathematical calculations.
16. Using, operating, and employing a variety of individual and crew served fire suppression equipment, vehicles, apparatus, and tools.
17. Inspect businesses, buildings, and facilities to assure compliance with fire codes, laws, and ordinances.
18. Provide instruction to civic groups, school children, and others regarding fire prevention and inspection.
19. Prepare displays, teaching materials, and make oral presentations.
20. Identify fire hazards and causes.
21. Communicate effectively both verbally and in writing.
22. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
23. Maintain records and prepares reports.
24. Establish and maintain cooperative and effective working relationships with others.
25. Respond to fire-related incidents to investigate origin, cause, and circumstances as assigned.
26. Independently evaluate situations and make difficult decisions in the field.
27. Operate effectively as a member of a service-oriented team.

Experience/Education:

1. Be 18 years old on or before date of appointment.
2. Possess a high school diploma or GED equivalent.
3. Have completed an approved fire academy that meets current NFPA Firefighter 1 criteria.
4. Have a minimum of two years experience as a full time, paid firefighter.
5. Be currently certified as an Emergency Medical Technician in state of residence.
6. Possess a valid driver's license in state of residence

Special Requirements: (Please read carefully)

1. A current International Code Council Fire Inspector I Certification is desired at time of appointment.
2. If not held at time of appointment, an International Code Council Fire Inspector I Certification must be obtained no later than one year from date of hire.
3. ICC certification must be maintained as a condition of continued employment. A valid Washington State Driver's License must be obtained within 30 days after initial appointment.
4. Certification as a Washington State Emergency Medical Technician must be obtained within 120 days after initial appointment.
5. Obtain National Fire Academy Fire Investigator certification within two years of appointment or as soon as practicable.  
External hires require the following:
6. Candidates must meet physical and health standards established by the Olympia Civil Service Commission and Washington State Law Enforcement and Firefighter's Retirement System.
7. Candidates must successfully complete pre-employment controlled substance testing and background check. U. S. Citizenship or registration as a permanent alien with authorization to work in the United States of America is required.

**SUPPLEMENTAL INFORMATION:**

Contacts:

1. Fire Prevention Officers have frequent contact with supervisors, employees at all levels of the organization,

representatives from other public agencies, and members of the public.

2. Incumbents have contact with other City Departments for the purpose of work coordination and to ensure accurate and consistent enforcement.
3. Contacts may include vendors, consultants, trade or professional organization representatives, property owners, business owners, neighborhood association members, or concerned citizens.
4. Some contacts may be regulatory, directive, evaluative or characterized by a high potential for conflict, disagreement, or differences of opinion and interpretation.

Supervision:

1. No supervisory responsibilities

Accountability:

1. The Fire Prevention Officer is accountable for performing all assignments in a timely, effective, and efficient manner.
2. Fire Prevention Officers are responsible for all assigned inspections, investigations, and public education and communication activities.
3. Fire Prevention Officers are accountable for the health, safety and welfare of the general public through the effective execution of protective inspections.

Working Conditions:

1. Fire Prevention Officers work in an office setting and frequently travel to building and construction sites throughout the local area to perform inspections, investigations, public education, and communication activities.
2. The vast majority of work is performed during the weekday, with occasional evenings and weekends required depending on assignments, workload, or emergency situations.
3. Fire Prevention Officers may be called on to perform firefighting duties, respond to emergency medical service calls, and operate full range of individual and crew served firefighting apparatus, equipment, and vehicles.
4. Incumbents must maintain sufficient knowledge, skill, ability, and physical ability to safely, effectively, and proficiently perform inspection, firefighting, and emergency medical service work.
5. Incumbents will routinely work in hazardous work areas such as fire scenes, emergency scenes, rescues, or accident scenes.
6. Incumbents are on-call to respond to emergency or unusual situations that may occur at any time.
7. Incumbents may work in heavy traffic areas such as street surfaces, rights-of-way and medians.
8. Work may be performed in confined spaces, around heavy equipment, and may involve the operation of complex and potentially dangerous tools, equipment, and devices.
9. Some work may involve performing tasks out of doors in inclement weather at dirty, wet, noisy, contaminated, or cramped work sites.
10. The work involves strenuous physical labor, requiring physical dexterity and mechanical aptitude.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

**CLASS SPEC DATA:**

FLSA Status - Non-Exempt

Pay Grade - 720

Represented - IAFF