

# Drexel Heights Fire District

## Job Description

**Job Title:** Fire Prevention Specialist  
**Department:** Administration  
**FLSA:** Not Exempt

**Position Code:** 162  
**Step Range:** 28-41  
**Date:** July 1, 2019

### General Description

Is under the supervision of the Fire Marshal. This civilian position will perform multiple fire prevention roles, which are intended to reduce the number and severity of fires to protect the public and fire suppression forces in the event of fires or explosions. The assigned roles include conducting fire prevention inspections of structures and fire protection systems, and perform and/or coordinate or assist with Public Education programs. This person may also coordinate various volunteer groups and manage related grants.

### Supervision Received

Works directly under the Fire Marshal.

### Supervision Exercised

None

### Essential Duties and Responsibilities

1. Perform necessary procedures and/or steps with the regular inspection program.
2. Insures that all existing buildings are inspected for code violations, housekeeping and hazardous storage compliance.
3. Schedules inspections of assemblies that are not open during normal business hours for compliance with fire codes.
4. Prepares notices for violators of the codes adopted by the District.
5. Insures the preparation of billing for plan reviews and related issues.
6. Develops and maintains the filing system for properties and inspections in the District.
7. Reviews codes and regulations and recommends revisions or changes to the Fire Marshal.
8. Develops all necessary records and reports.
9. The Fire Prevention Specialist may perform other functions or assignments as directed by the Fire Marshal.
10. Conducts plan reviews for new and existing construction including site plans and water plans.
11. Responds to technical and difficult inquiries regarding areas of responsibility received by mail, in person or by telephone.
12. Explains, interprets and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.
13. Resolves complex and sensitive customer service issues, personally, either by telephone, or in writing. Maintains records concerning complaints or other customer service issues.
14. Responds to complaints regarding code violations and/or fire hazards.

15. May assist the Fire Marshal with on-scene fire investigations.
16. Conducts programs and inspections in a professional, non-confrontational manner working to insure compliance through a sales approach rather than a dictatorial approach.
17. Actively participates in multiple public education and informational programs including coordination of volunteers.
18. Performs application and management of federal, state and local grants to support programs and activities.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

### **Knowledge, Skills and Abilities**

1. Ability to listen to and apply information and instructions.
2. Ability to read and comprehend technically written materials and manuals.
3. Knowledge of controlling laws and ordinances affecting the District.
4. Thorough knowledge of the geography of the District.
5. Ability to deal firmly and courteously with the public.
6. Good judgment and dependability.
7. Ability to use effectively computers including data entry and report generation.
8. Ability to manage effectively time and scheduling of work and use of resources.
9. Ability to deal with the public.
10. Knowledge and skill in maintaining accurate records of fire inspections and fire investigations.
11. Skill in enforcing codes and standards with firmness and tact.
12. Thorough knowledge of the District adopted fire code and related documents.
13. Ability to write legibly, speak distinctly, and have good hearing.
14. Requires confidentiality and ability to remain calm under stress.

### **Minimum Education, Training and Experience Requirements**

1. Minimum of one (1) year experience in fire service, code enforcement or related area.
2. Certification as a Fire Inspector I in the State of Arizona.
3. Must possess or be able to possess a valid Arizona Driver's License.
4. No felony convictions or disqualifying criminal histories within the past ten (10) years.

### **Preferred Education, Training, and Experience**

1. Any combination of education and experience equivalent to an Associates Degree in business or management, fire science or a related field.
2. Bachelors Degree in business, management, fire science or related field.
3. Ability to communicate in English and Spanish.
4. Certification and experience as a Fire Investigator in the State of Arizona.
5. Certification as Firefighter II in the State of Arizona.

### **Tools, Equipment and Work Aides Used**

Telephones (including the use of earpieces), radios, ladders, computer, typewriter, calculator, motor vehicle copier, fax machine and other typical office equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision required for this job includes close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work performed primarily in an office, vehicles and in outdoor settings in all weather conditions including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, hazards associated with construction sites and the hazards associated with emergency incidents.

The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions with the risk of electric shock and vibration.

### **Selection Guidelines**

Formal application and resume, review of education and experience, appropriate testing and interviews, oral interview, background check, drug screen, final selection and complete pre-employment medical exam. The Fire Chief makes this appointment.

### **Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ *Douglas Chappell*      **Effective Date:** June 1, 2019