

Class Title: Fire Prevention Officer II
Department: FIRE
Salary Grade: CBA
Represented: Yes
Flex schedule available: No

Class Code: 445
Reports To: Fire Chief
FLSA Status: Non-Exempt
FTE Status: FT/PT Salaried

General Statement of Duties: Conducts field inspections and reviews plans under general supervision to assure compliance with federal, state, and local codes and ordinances. Oversees the resolution of code violations through education and enforcement if necessary. Provides community fire prevention educational programs. Coordinates fire investigation activities for the Department.

Essential Job Duties:

1. Conducts field inspections of occupancies within the City on a routine basis to insure compliance with approved plans, Tumwater Municipal Code and the International Fire Code with State/local amendments, and other applicable regulations; discusses problems with owners/managers and primarily through education seeks compliance with codes to protect the citizens and their property from uncontrolled fire and other preventable catastrophe's.
2. Consults with Community Development and other City on fire code compliance issues as part of the building permitting process.
3. Developing effective, comprehensive, informative, interesting, and up to date educational materials in a variety of formats.
4. Provide instruction to civic groups, school children, and others regarding fire prevention and inspection.
5. Prepare displays, teaching materials, and make oral presentations.
6. Responds to inquiries, complaints, or requests for assistance relative to code issues by the general public in writing, by telephone, or in person, and is responsible for satisfactory resolution while representing the City; refers items of a sensitive or complex nature to the Fire Chief or those questions not involved with code compliance to the appropriate department.
7. Recommends revisions, and through personal contact with the public, assures compliance when discrepancies with codes and regulations are noted, through education progressing to enforcement if needed; confers with supervisor on disputed or exceptionally difficult cases to determine compliance with codes and ordinances, and for prosecution of violations; issues correction notices and/or stop work orders as directed per the TMC 15.16 and/or the International Fire Code.
8. Maintains accurate and complete records of inspection, investigations and other work performed; prepares reports for written or oral presentation; assists with billing statement preparation; prepares reports about code violations in preparing cases for legal action; as directed when education is not successful in removing the violations.
9. 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.

10. 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.
11. Instruct employers, civic groups, school children, and others in extinguishing small fires, escape burning buildings, operating fire extinguishers, and establishing evacuation plans; prepare and produce handouts and other informational materials.
12. Respond to structural fires during duty hours and off duty when requested by the officer in charge.
13. Perform fire suppression and emergency medical duties as required.
14. Maintain EMT certification by providing routine and emergency medical services in response to emergency medical service calls.

Performs related duties as assigned.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of International Fire Code, and related codes.
2. Knowledge of building terminology.
3. Knowledge of the various types of building construction methods.
4. Knowledge of the use of office equipment to perform various administrative tasks.
5. Knowledge of modern methods, principles, techniques, and practices of fire prevention, of modern fire causes, and suppression techniques.
6. Ability to understand business practices as they relate to the fire code.
7. Ability to read and interpret building plans.
8. Ability to enforce fire codes and regulations through education, tact, and impartiality.
9. Has the skills to establish and maintain effective working relationships with the business community, coworkers and the public.
10. Ability to demonstrate strong interpersonal skills and to apply de-escalation techniques when needed while dealing with difficult or negative situations with business owners and citizens.
11. Ability to operate personal computers to complete various office tasks.
12. Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.

Minimum Qualifications:

1. High School graduation or GED certificate, and;
2. Two years full time experience as a firefighter
3. Completion of Department approved firefighter training to include an approved fire academy and Firefighter 1 & 2 certification, and;

Training/Licenses/Certifications:

1. A valid Washington state driver's license is required;

2. Current Emergency Medical Technician certification
3. Fire Prevention Officer I Required Qualifications Including:
 - a. International Code Council (ICC) Fire Inspector 1 Certification, or a demonstrated ability to obtain and maintain certifications within six months of employment, and;
 - b. International Code Council (ICC) Fire Inspector 2 Certification, or a demonstrated ability to obtain certifications within one year of employment, and;
 - c. International Association of Fire Investigators (IAAI) Fire Investigator Technician (IAAI-FIT) designation within two years of appointment or as soon as practicable, or;
 - d. Any substantially similar training may substituted if approved by the Fire Chief and HR.
4. Fire Prevention Officer II Required Qualifications Including:
 - a. All Fire Prevention Officer I requirements, and;
 - b. National Fire Protection Association (NFPA) Certified Fire Inspector 1, and;
 - c. International Fire Service Accreditation Conference (IFSAC) Fire and Life Safety Educator 1 Certification, or;
 - d. Any substantially similar training may substituted if approved by the Fire Chief and HR.

Preferred Qualifications: Completion of college level course work in Civil Engineering, Code Enforcement, Fire Administration, or technically related subjects is preferred. Experience with building or fire code enforcement and/or related plans examination work. Fire investigation and prevention experience/certification is preferred.

Supplemental Information

Contacts: The position is in constant contact with citizens, business owners, developers and other city staff.

Supervision: Supervision is provided by the Fire Chief through review and evaluation of adherence to department policies and procedures, quality of inspections, relations with the customer and compliance to codes. Supervision of lower level employees is not required.

Accountability: The Fire Prevention Officer is accountable for the efficient provision of an effective, comprehensive fire protection service to the residents of Tumwater.

Working Conditions: Mobility in and around businesses in various weather

conditions is a daily working condition. Inspectors must be able to bend over, stoop down, enter narrow passage ways under buildings or in attics, climb ladders, and work on uneven construction materials. Must be able to focus on the work to be done in a distracting, noisy construction environment.

Physical Requirements: Work is often performed in an office setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

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