

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Fire Prevention Officer	Job Family: VIII
General Classification: Front-Line	Job Grade:

Definition: This position was created to provide an opportunity for a partially disabled fire suppression personnel to continue in the fire service as fire prevention professionals. Assignments include enforcing State and local fire codes and ordinances, developing and delivering fire safety education and investigating fires for cause and origin.

Distinguishing Characteristics: This position reports to the Fire Marshal or may work directly for the Fire Chief. Firefighters will generally laterally transfer into the Fire Prevention Officer I position. Fire Engineers and higher classes will generally enter Fire Prevention Officer II or III positions. Advancement from the I, II, or III level is dependent upon training, experience, and performance.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Inspects public and private occupancies for fire and life safety purposes.
2. Plans, develops, and/or presents fire and life safety educational programs and demonstrations.
3. Instructs Fire Suppression Division personnel in fire prevention and fire investigation principles and practices.
4. Reviews new construction plans for compliance with applicable local and State codes and ordinances.
5. Performs field construction inspections.
6. Investigates fires for cause, origin and circumstances.
7. Plans and coordinates the implementation of retroactive fire and life safety codes.
8. Reviews fire protection systems plans for compliance with State and local codes and national standards; conducts field inspections; witnesses required test.
9. Responds to system complaints of hazardous conditions.

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10. Enforces the Hazardous Materials Storage Ordinance.
11. Successfully completes all required education and training; obtains required certificates and completes special assignments as assigned.

Minimum Qualifications:

Knowledge of: Theories and practices of modern fire protection; fire chemistry; hazardous materials; building construction; industrial processes; local and State fire codes and ordinances and national standards; techniques in fire investigation.

Ability to: Recognize fire hazards; write reports; communicate effectively with other personnel and the general public; instruct other fire personnel on theory/practices of fire protection, fire chemistry, building construction, etc.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Previous experience as a uniformed member of the Mountain View Fire Department. Ability to complete specialized fire prevention, fire investigation and hazardous materials training and satisfy departmental performance standards.

Required Licenses or Certificates: Valid California driver's license.

Established December 1986

Revised July 1991

CLASS SPECS

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