

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FIRE PROTECTION SPECIALIST

Revision #

Date: 9/12/2005

Approved By:

Reports to:

Supervisory Position: No PFA: No Safety: Yes FLSA Exempt: No

General Position Description

Under general direction of the Division Chief of Fire and Life Safety, the Fire Protection Specialist conducts inspections and issues permits for the control of hazardous materials, hazardous processes, and public assembly; reviews new construction building plans and fire protection system plans for compliance with fire and life safety standards; conducts field inspections of buildings and new construction; participates in public education programs; conducts investigations into the origin and cause of fires; and performs related duties as requested.

Principle Duties and Responsibilities

- The Fire Protection Specialist makes inspections of industrial plants, commercial establishments and places of public assembly; determines compliance with applicable codes and ordinances; writes reports and generates necessary correspondence to obtain code compliance; and issues appropriate permits.
- Reviews building construction and fire protection systems plans, confers with other concerned local agency departments to determine compliance with fire and life safety requirements; makes necessary contacts with developers, property owners, architects, engineers, and contractors; and follows through with related field inspections and tests.
- Investigates complaints received by the District, determines whether a fire hazard exists, issues notices to abate, and follows appropriate legal channels when necessary to secure abatement.
- Participates in public education programs, advises public on general and specific fire and life safety matters, advises and assists in the formation of evacuation and emergency action plans for large public and private buildings. Additionally, he/she makes and maintains records and reports related to all activities.
- Participates in District training programs. Participation may be advisory or may involve organizing lesson plans and providing instruction under direction of the training officer.

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- Responds to emergency calls to assist in departmental operations in areas of particular expertise, e.g., unauthorized discharges, chemical spills, system malfunction; investigation regarding origin, cause, and responsibility of fire and hazardous conditions.
- May issue notices of violations and citations.
- Conducts criminal investigations related to violations of Fire, Penal, and Health & Safety Codes. May assist in the apprehension and prosecution of suspected arsonists and other violators of related laws and codes. Prepares detailed investigation reports. Works cooperatively with other law enforcement agencies.
- May be requested to perform complex field inspections and participate in conflict resolution in the areas of architectural, construction, hazardous materials, alarm systems, and sprinkler systems as it relates to new or existing buildings.
- May be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections.
- May be required to wear self-contained breathing apparatus or respirators for extended periods of time.
- May be placed in hazardous environments (smoke, heat, and toxic levels) while performing fire investigation duties, which include but are not limited to: walking, climbing, and hiking through creeks, hills or other physical or topographical considerations.
- May be called upon to use heavy and/or specialized equipment to dismantle or collect evidence for prosecuting the crime of arson.
- May be required to organize and supervise volunteer workers within the Fire and Life Safety Section.
- May be required to perform the duties of a Fire Inspector I & II.
- Performs related duties and responsibilities as required.

Minimum Qualifications

As established in District Personnel Policy P-5.

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Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Safety Employees Category I.