

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Fire Prevention Specialist**

BAND	SALARY GRADE	
C	214	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Fire Marshall	Non-Exempt
REVISION DATE: July 2006		

GENERAL PURPOSE

Performs field and technical work as a member of the fire department with specific responsibilities in fire prevention, code enforcement, public education, fire investigation, and environmental crime investigation.

SUPERVISION RECEIVED

Work is performed under the general supervision and direction of the Fire Marshal/Assistant Fire Marshal, who reviews work through performance reviews and conferences.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES

Enforce the Fire Code as adopted by the City of Kingman.

Conducts code compliance inspections.

Perform plan reviews of buildings and facilities to be constructed in the City of Kingman.

Conducts fire cause investigations.

Assist the Fire Marshal in performing training in code enforcement.

Maintain accurate records and reports of actions taken.

Answer inquiries regarding the Fire Code and related matters.

Conduct Juvenile Fire Setter interventions.

Perform public education classes as assigned.

Performs other related work as assigned.

PERIPHERAL DUTIES

Responds to calls for service and actively participates to provide a positive outcome.

Conduct special projects as assigned.

Attend continuing education classes as required.

WORK CONTACTS

Regular contact with the general public in the field or in an office setting.

Occasional contact with contractors and developers.

Occasional contact with other public safety agencies.

Frequent contact with related city departments on code compliance issues.

Frequent contact with children, civic groups and the general public in performing public education activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from High School or GED.
- (B) Considerable secondary education in fire science related fields.
- (C) Preferred experience in Fire Suppression, Fire Inspection, Code Enforcement, Fire Investigation and Public Education.
- (D) Preferred experience in working knowledge of the building trades.
- (E) Any equivalent experience.

Necessary Knowledge, Skills and Abilities:

- (A) Preferred thorough knowledge of current principles, practices and methods of fire prevention and code enforcement; thorough knowledge of the applicable codes, ordinances, rules and regulations; thorough knowledge in fire investigation principles and techniques; considerable knowledge in hazardous materials; preferred knowledge in the principles, practices and methods of fire fighting and fire science.
- (B) Ability to detect and identify deficiencies in building construction related to the fire code; ability to recognize fire hazards and determine corrective measures; ability to express ideas clearly both orally and in writing; ability to interpret and apply plans, specifications, drawings and blueprints to work in progress; ability to conduct Public Education classes and address civic groups or organizations; ability to meet such physical requirements as may be established by a competent

medical authority.

SPECIAL REQUIREMENTS

- (A) Possession of valid Arizona Driver's License.
- (B) Ability to successfully complete fire investigation I-IV through the Arizona Chapter of IAAI or equivalent.
- (C) Ability to successfully obtain ICC certification a fire inspector.
- (D) Ability to successfully obtain Arizona State recognized certification as a public educator when available.
- (E) Ability to read and write the English language.

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 the 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 control; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or 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 abilities required by this job include close vision, distance 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 the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk or electrical shock and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.