

CITY OF MILPITAS  
Fire Prevention Inspector

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REVISED: 08.06, 04.14, 05.14,  
10.14  
EFFECTIVE: June 1985  
EEOC: Protective Service  
FLSA: Non-Exempt  
UNIT: IAFF/Fire Prevention  
PHYSICAL: 3

## **FIRE PREVENTION INSPECTOR**

### **DEFINITION**

To perform technical inspection and investigation work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level class where incumbents possess the applicable educational and training background, appropriate certificates and licenses, and practical work experience.

This position reports to the Fire Marshal.

May exercise technical supervision over less experienced Fire Prevention Inspectors.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Make on-site fire safety inspections of general buildings, structures and premises to enforce compliance with State and local Fire codes and regulations; inspect and test fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices.

Conduct specialized and technical fire safety inspections in designated buildings; perform inspections relating to the storage, handling and dispensing of flammable liquids, combustible gases, explosives, and other hazardous materials; may be assigned to perform inspection duties assigned to the Hazardous Materials Inspector.

Conduct plan reviews and associated on-site inspection for new construction, alteration of buildings, and the installation of fire suppression and detection systems to determine compliance with applicable laws and regulations.

Prepares violations notices, letters, orders, or enforcement referrals as required.

Investigates complaints and answers questions regarding hazards in relation to building and fire codes, fire hazards, violations of laws and ordinances, suspicious fires, and all other fires requiring an investigation for cause and origin; perform duties relating to any corrective or punitive action necessary to prevent the reoccurrence of fire related crimes or code violations.

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Responds to emergency situations when requested, including off-duty and on weekends, for incident investigation. May appear in court to provide expert testimony. May be required to wear a respirator, breathing apparatus and protective clothing and equipment.

#### **EXAMPLES OF DUTIES cont.**

Prepares professional oral and written inspection reports, business correspondence, memoranda, reports, and other documentation.

Coordinate, develop and present fire safety education programs to community groups and fire suppression personnel; collect, assemble, analyze, and organize data related to the development of Fire Safety education programs, manage on-going fire education programs; develop special programs and other data necessary for enhancement of fire prevention and enforcement of Fire Codes.

May be assigned to manage referrals and coordinate the juvenile fire setter counseling program and/or the department's shift investigator program.

Coordinates permit procedures; approve or disapprove permit applications; inspect and process permits referred by other government agencies.

Oversee record keeping and filing; process and prepare files for computer entry as required.

Review plans of fire protection and control devices such as fire alarms and sprinkler systems; confer and consult with architects, engineers, and other contractors as necessary; coordinate with other City departments in reviewing plans and specifications of proposed buildings; provide recommendation on building modifications for adherence to fire safety laws and codes.

Assist in record keeping, filing, and preparing files for data entry.

Provide technical support as required.

Perform related duties as assigned.

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**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, and techniques of fire prevention inspections and investigations.
- Federal, state and local fire prevention codes and ordinances (California Fire and Building Codes, California Health and Safety Code, CCR titles 19 and 24, NFPA Standards and Codes).
- Principles and techniques of building inspection work.
- City Fire Department policies and procedures; firefighting principles, practices, and procedures.
- Practices, procedures, and equipment used in fire investigations.
- Arrest, search, and seizure procedures.
- Fire prevention equipment such as fire extinguishers, sprinkler systems, and alarm systems.

**Ability to:**

- Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- Enforce a variety of codes and ordinances, and regulations pertaining to fire prevention with firmness and tact.
- Review and interpret building plans.
- Apply and interpret Building and Fire codes, regulations, policies, and procedures.
- Comprehend and enforce Federal, State and local regulations pertaining to panic and life safety.
- Maintain accurate records, conduct special studies, and make reports of work performed.
- Create professional business correspondence, memoranda, reports, and other documentation.
- Explain highly technical information to the business community and public.
- Review analytical, statistical, and/or technical reports and similar documents.
- Represent the department in a professional manner.
- Assist in the preparation of guidelines, standards, and regulations.
- Communicate effectively, both orally and in writing.
- Use independent judgment and initiative, in keeping with general policies and procedures of the Fire Department.
- Analyze situations and make appropriate recommendations.
- Supervise the work of others.
- Make sound decisions.
- Follow instructions and procedures.
- Work in the field without close supervision.
- Establish and maintain effective and positive working relations with City staff, contractors, other government agencies, and the public.
- Identify fire hazards and recommend corrective actions.
- Identify types and determine causes of fires.
- Recognize, identify and preserve evidence.
- Effectively interview witnesses and suspects.
- Maintain records and prepare reports.
- Use office/business software.

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**EXPERIENCE AND EDUCATION**

One of the following combinations of education and experience:

1. **Education:** Bachelor's Degree in fire sciences or a closely related field.  
**Experience:** Minimum of three (3) years of full time, paid fire prevention experience with a fire department or fire district.
  
2. **Education:** Associates Degree in fire sciences or a closely related field.  
**Experience:** Minimum of five (5) years of full time, paid fire-suppression experience with a fire department or fire district.

**LICENSE OR CERTIFICATE**

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

Within one year of appointment, employee must have Certificates of Completion for:

- P.C. 832
- State Fire Marshals Office Fire Investigation 1A
- State Fire Marshals Office Fire Investigation 1B
- State Fire Marshals Office Fire Instructor 1A
- State Fire Marshals Office Fire Instructor 1B

Time-period may be extended for State Fire Marshal Office courses that are not available in the one-year timeframe.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to work nights and weekends; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of the telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a hazardous zone; exposure to hazardous chemicals and products.

Approved by:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date