



## City of Irving Job Description

### Fire Prevention Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fire
<b>Job Code:</b>	6182	<b>Reports To (Job Title):</b>	Fire Prevention Lieutenant

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#### **PURPOSE**

To promote compliance with fire codes and other national standards by inspecting new and existing buildings, by educating the public, property owners, developers, and architects, and by reviewing building plans and related documents.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Inspect new and existing buildings for certificate of occupancy standards and compliance with fire codes and other safety standards.
- Plan, prepare, and present fire prevention and education programs.
- Review building plans and specifications to assure code compliance.
- Prepare, submit, and update various reports.
- Investigate fire scene to determine possible sources of incineration and to discover additional related data.
- Conduct fire drills, including overseeing activation of alarm and determination of exit route and expected time to achieve a complete and safe exit.
- Conduct water flow, sprinkler, alarm, and fixed system tests.
- Supervise and coordinate contractors and Fire Department employees at inspections, tests, and investigations.
- Attend planning and technical meetings with developers, other City departments, and property owners.
- Research various fire prevention and inspection issues, including evaluating alternative materials and methods.
- Analyze Material Safety Data Sheets and Tier II Forms to determine code compliance and location of hazardous materials within Irving.
- Perform criminal investigations and develop case reports for presentation to District Attorney's office.
- Render aid at accidents and emergencies encountered in the line of duty.
- Provide fire watch and inspects fire appliances and exiting strategies at large public gatherings and hazardous activities.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform duties of Assistant Fire Marshal.
- Arbitrate disputes in the field, including tenant/landlord and/or employee/employer disputes.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

N/A.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **GENERAL**

- Be a U.S. citizen between the ages of 21 to 35 years old.
- Must complete and file a legible application with the Police Personnel office.

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- None.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- State of Texas Peace Officers License
- Appropriate, valid Texas driver's license.
- State of Texas Fire Inspector certification.

### **KNOWLEDGE OF**

- Fire Prevention: Procedures, strategies, techniques, and materials for reducing probability of loss of property and life from fires.
- Fire Investigation: Procedures, strategies, techniques, and methods for determining cause of fires.
- Law Enforcement: procedures, strategies, techniques, and methods of preventing the crime of Arson.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

## **SKILLS AND ABILITIES IN**

- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse light equipment, including computers, testing equipment, telephones, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Reading Comprehension: Reading and interpreting documents.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews and interrogations.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, or picture) when it appears.
- Speech Recognition: Identifying and understanding the speech of another person.

## **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.\*

The employee constantly is required to balance grasp, handle, feel, listen, see, sit, smell, and/or talk. Frequently, s/he is required to carry, climb, drive a vehicle, kneel, lift up to 25 pounds, pull, push, reach, stand, stoop, and/or walk. S/he occasionally must crawl, lift up to 50 pounds, and/or run. In rare instances, s/he must lift more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

On occasion, the employee might be required to enter into a physical altercation with a suspect of a crime. Additionally, the employee might be required to use deadly force when warranted.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is exposed to extreme vibration, blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.