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JOB DESCRIPTION

Position: Fire Prevention Specialist
Supervisor: Deputy Fire Marshal
Division: Fire Marshal's Office
FLSA Status: Non-Exempt
Effective Date: January 2019

This Job Description is established by Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Fire Prevention Specialist position and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Fire Prevention Specialist position is a technical-level position responsible for conducting various assessments and enforcement actions to ensure compliance with fire and life safety codes and regulations within the District. The Fire Prevention Specialist conducts:

1. Plan reviews of development plans, construction plans, fire and life safety systems (fire alarm, fire sprinkler systems, special hazard suppression systems), and industrial processes to verify compliance with adopted codes and applicable standards;
2. Inspections of new construction and fire and life safety systems to verify compliance with approved plans, adopted codes and applicable standards;
3. Inspections of existing buildings and occupancies to ensure and maintain compliance with fire and life safety codes and regulations;
4. Conduct and document fire flow testing for developments, new and existing buildings within the District.
5. Fire investigations as part of the Fire Investigation Team to determine the origin and cause of fires on a rotating on-call basis (refer to the AFD Fire Investigator Duties Description);
6. Assists with community risk reduction presentations and programs as needed.

Immediate Supervisor:

The Fire Prevention Specialist position reports to the Deputy Fire Marshal.

Supervisory Responsibility:

There is no supervisory responsibility for this position.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Fire Prevention

Specialist and should not be considered an all-inclusive list. The Fire Prevention Specialist is expected to:

1. Ensure that individuals, developers, contractors and architects comply with all federal, state and local laws, ordinances, regulations, applicable fire codes and nationally recognized standards related to fire and life safety and hazardous materials.
2. Conduct technical review of development plans, construction plans, fire and life safety systems (fire alarm, fire sprinkler systems, special hazard suppression systems), and industrial processes to verify compliance with adopted codes and applicable standards.
3. Provide professional and accurate technical comments in written communication to developers, contractors and partner agencies regarding approvals or necessary corrections related to plan review.
4. Maintain orderly plan review, project and inspection reports and all other documentation in accordance with District policy, procedures and recognized standards.
5. Provide clear and concise written and verbal communication to developers, contractors, planners, architects, engineers and others in a competent and professional manner.
6. Demonstrate a thorough understanding of the variations in fire code adoptions for the respective jurisdictions within the District service areas and the interdependence of building and fire codes in relation to those jurisdictions.
7. Conduct flow-tests to evaluate the capabilities of fixed water distribution systems and verify available water supply for fire protection.
8. Conduct inspections of developments, construction projects and installations of fire and life safety systems to verify compliance with the applicable fire code, standards and approved plans.
9. Conduct inspections of existing buildings and occupancies to ensure and maintain compliance with applicable fire and life safety codes and regulations.
10. Thoroughly document deficiencies and fire code violations and provide guidance to achieve code compliance.
11. Perform timely follow-up to seek voluntary compliance with fire and life safety codes and resolve complaints related to code compliance.
12. After appropriate pursuit of voluntary compliance, coordinate, plan and enforce remediation of occupancies that do not meet the applicable fire code and/or nationally recognized standards through the appropriate legal process.
13. Direct and manage timely responses to internal and external customer inquiries and complaints.
14. Provide fire safety and code compliance education to building owners, property managers and the public.
15. Maintain detailed records of inspection activities including obtaining data, completing reports, conducting data entry using the District's records management system, or through other documentation methods as necessary.
16. Maintain knowledge of current codes and nationally recognized standards, methods of fire control and changes in construction methods and materials, including but not limited to, attending pertinent conferences, seminars, schools, trainings and meetings.

17. As a member of the fire investigation team, conduct fire investigations to determine origin and cause of fires as appropriate under the circumstances. During duty shift week, serve as an "on call" fire investigator who is available 24 hours a day, and use a District-supplied vehicle during this time. While in on-call status, carry a District phone at all times, and be able to respond within 45 minutes to an incident/situation requiring fire investigator response. (Refer to AFD Fire Investigator Duties Description.)
18. Demonstrate knowledge of and adherence to the District's rules, policies and procedures as they pertain to the Fire Marshal's Office specifically and the District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Manual, and Standard Operating Guidelines.
19. Produce effective and professional oral and written communications.
20. Work closely, in a professional manner with other jurisdictions and agencies in coordination of plan review, inspection and fire investigation processes.
21. Represent the Division, and District at local, regional, state, and national meetings.
22. Testify in court proceedings and other legal matters as called upon.
23. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, District residents, other governmental agencies, and the community.
24. Work well in a progressive, team-oriented environment.
25. Provide excellent service to the community.
26. Have a positive attitude and be a self-starter.
27. Promote a positive, professional image of the District at all times.
28. Perform other related duties as assigned

Minimum Qualifications and Certification Requirements:

1. Possess an Associate degree with coursework in Fire Science, Fire Protection Engineering, Construction Management, Building Construction, or Plans Examination. An Associate degree in other fields of study will be considered provided a combination of technical education and experience that provides the required knowledge for the position is demonstrated. Obtain a Bachelor degree in similar fields within 3 years of hire or appointment.
2. Possess and maintain a valid Colorado Driver's License, and acceptable driving record.
3. Three (3) years of fire inspection and code compliance experience and one (1) year of fire investigation experience.
4. Possess and maintain International Code Council *IFC Fire Inspector II* certification.
5. Possess and maintain State of Colorado Division of Fire Prevention and Control *Fire Suppression Systems Inspector* and *Public-School Fire Inspector III/Plans Examiner* certifications.

6. Possess and maintain or obtain within one (1) year of appointment or hire, certification as a *fire investigator* from the National Association of Fire Investigators or the International Association of Arson Investigators.
7. Possess and maintain or obtain within three (3) years of appointment or hire, International Code Council *IFC Fire Plans Examiner* certification.

Preferred Qualifications:

1. Past operational firefighting experience.
2. Experience completing development and construction plan reviews and associated inspections.

Required Knowledge, Skills and Abilities:

1. Thorough knowledge of modern fire prevention and suppression principles, procedures, techniques, and equipment, including the chemistry and behavior of fire.
2. Ability to comprehend and consistently and correctly interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes and nationally recognized standards.
3. Thorough knowledge of inspection processes including testing of fire and life safety systems.
4. Thorough knowledge of all federal, state and local laws, ordinances and regulations relating to fire and hazardous materials, and all applicable fire codes and nationally recognized standards.
5. Thorough knowledge of fire origin and cause investigation theory and practices.
6. Ability to effectively manage time and set priorities in order to achieve Fire Marshal's Office benchmarks, goals, and objectives.
7. Ability to communicate effectively and express ideas clearly, both verbally and in writing.
8. Ability to effectively present information to citizens, contractors, and other District members.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
10. Ability to operate a personal computer and software, including but not limited to the District's records management system and Microsoft Office programs.
11. Ability to use independent judgment to solve problems.
12. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
13. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

Work Environment and Physical Requirements:

This position requires work in a variety of locations and conditions, including office areas and fire scenes, in and around a wide variety of automotive, mechanical, chemical, equipment and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required occasionally.
3. Must pass the District's physical fitness requirements at time of hire and as required by the District's Member Handbook and Standard Operating Guidelines.
4. Must be able to lift, move and carry objects up to fifty (50) pounds frequently and up to one hundred (100) pounds occasionally.
5. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures.
7. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which may require the use of Personal Protection Equipment.
9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position will involve frequent periods of high physical, mental and/or emotional stress.
13. Must be available 24 hours a day during duty shift week as an "on call" fire investigator.