

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

Positions of this class are specialty positions in the fire prevention section of fire department operations. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform re-inspections to ascertain that fire hazards have been corrected, work with law enforcement officials on arson cases, and keep records of fire prevention and investigation work performed. The position is non-supervisory in nature and fire inspectors work independently in certain designated areas with specific instructions for non-routine duties. The Chief of Fire Prevention is the immediate supervisor for employees of this class and reviews all work performed.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects commercial or business buildings, multi-unit residential buildings, single family residences, schools, institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance;

Discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards; gets information such as owner's name, opening/closing hours, emergency phone numbers;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations;

Fills out report forms and keeps records of fire inspection and investigation work; writes narrative reports related to work performed; maintains all files of the inspection/investigation division;

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search

for information to locate suspects in arson cases; assists arson prosecutor in preparing arson cases for trial;

Answers questions on fire prevention for the public; replies to correspondence concerning fire prevention problems; consults with institutions or companies on fire prevention problems; gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc., using audio-visual equipment such as slide projector, etc.;

Issues burning permits; conducts fire drills;

Coordinates work of prevention/investigation with law enforcement or other fire prevention agencies;

Maintains reference library on inspection/investigation areas; orders supplies and equipment for the inspection/investigation section;

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, must possess a valid driver's license, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or related fire inspection service.

Prior to the closing date for application to the board, must have obtained certifications as, Fire Inspector I, Fire Inspector II and Fire Investigator, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Prevention Officer.

Prior to the closing date for application to the board, must have an associate's degree in fire science or a related fire inspection curriculum.

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