



FIRE PREVENTION INSPECTOR TRAINEE

DEFINITION

Under close supervision of Fire Marshal or designee, the Inspector Trainee assists in inspecting buildings and structures for compliance with local fire prevention ordinances; and assists in the investigation of existing fire hazards in commercial, residential and/or industrial properties; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This entry-level, non-sworn classification, assists with fire inspection activities and is distinguished from Fire Prevention Inspector which is the journey-level classification. The Inspector Trainee performs more routine tasks and duties. The classification Fire Prevention Inspector (Sworn) also requires prior related experience.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist with building inspections to determine compliance with state and local fire and life safety codes.
2. Assist with the issuance of violation notices.
3. Assist with investigating citizen complaints.
4. Prepare and maintain written reports.
5. Inform the public or private groups on fire prevention methods and regulations.
6. Under supervision, interpret various federal, state, and local fire and life safety codes, policies and procedures.
7. Use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.
8. May assist with development and presentation of fire safety education programs.
9. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and techniques of fire prevention.
2. Principles and techniques of building inspection work.
3. Office practices, methods and equipment, including applicable software.

Ability to:

1. Communicate effectively, both orally and in writing.
2. Gather, analyze, and present data clearly.
3. Apply research skills with relationship to applicable codes.
4. Effectively utilize available resources; prioritize tasks and work as assigned.
5. Effectively handle multiple priorities, organize workload and meet strict deadlines.
6. Work in a team-based environment and achieve common goals.

Experience and Training Required:

Experience:

Some coursework in Fire Science, Fire Administration or related field required.

Municipal experience desirable.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of a valid California driver's license.

Possession of one or more of the following is highly desirable:

Associate's degree in Fire Science

California State Fire Inspector I/II courses through OSFM

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

San Mateo Consolidated Fire Department

Fire Prevention Inspector Trainee

Page 3

Ability to sit, stand, walk, kneel, stoop, reach, crawl, climb, travel to different locations, and lift 50 pounds; exposure to noise, outdoors, confining work space, electrical hazards, chemicals, dust, and hazardous materials.

Adopted Fire Board: DATE

Bargaining Unit: UNREPRESENTED

FLSA: Non-Exempt

Pre-Appt. Medical: Yes

Safety Sensitive: Yes

Form 700: No

Job Code: 9318F