



CENTRAL COUNTY FIRE DEPARTMENT FIRE PREVENTION SPECIALIST

Summary of Benefits: Fire Operational Support Services
FLSA: Non-Exempt

Revised and Adopted date: 4/8/2026
Effective date: 7/13/2026

DEFINITION

To perform responsible, technical, and specialized work in the fields of life safety inspection, engineering, and code enforcement; to ensure compliance with current local, State and Federal regulations and laws related to assigned activities; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees within this class are distinguished by the performance of the full range of duties as assigned including duties requiring the knowledge of applicable Department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. It is distinguished from the Fire Inspector in that the latter is a safety classification that performs construction inspections, plan review, and investigations into construction/building issues and supervises Fire Prevention Specialists.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Fire Marshal.

ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Conduct inspections of structures and occupancies, including schools, hospitals, residential care facilities, hotels/motels, high rise buildings, apartments, childcare facilities, commercial, industrial and places of public assembly to verify fire protection equipment and systems, means of egress, occupant load, interior finishes, including decorations, to ensure compliance with applicable fire and life safety codes, standards and regulations.
- Interpret and explain provisions of the fire code to building owners, managers, and employers.
- Identify and explain violations, issue notices of non-compliance, and conduct re-inspections.
- Review plans and conduct inspections of special events including, but not limited to, exhibits, conventions and carnivals.
- Research ordinances, regulations and procedures to ensure current knowledge of fire prevention and life and safety measures.
- Receive complaints regarding fire hazards, false alarms, potentially non-compliance life and safety systems, weed abatement, and fire code violations; conduct inspection based on applicable codes and ordinances, and communicate results to responsible party.

- Create and conduct public education presentations.
- Assist in reviews of business emergency plans for compliance with state and local fire and life safety standards and regulations.
- Provide technical assistance to fire companies.
- Interpret policies, procedures and documents relating to business emergency plan requirements.
- Review, evaluate and process business emergency plans.
- Assist in testing and accepting, life safety, fixed detection, and extinguishing systems.
- Work with other governmental agencies for compliance and enforcement of building and fire codes and standards, the building development and planning process, weed and rubbish abatement.
- Represent the Department with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Department employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques used in the inspection of facilities or property as it relates to fire and life safety.
- Safe handling and storage procedures for hazardous materials, including transportation, uses, control, and proper disposal.
- Local, state and federal laws, ordinances and regulations regarding fire protection, building codes, and hazardous materials.
- Data collection and inspection methods.
- Principles and procedures of record keeping.
- Pertinent federal, state, and local laws, codes and regulations.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.
- Safe work practices.

Ability to:

- Conduct field inspections for fire prevention, life safety and code enforcement purposes.
- Understand, interpret, and apply the Uniform Fire Code, Uniform Building Code and other applicable federal, state and local laws.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures;

determine compliance; identify, interpret, explain, and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times.

- Intermittently, walk, stand, kneel, climb, and bend while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.
- Detect fire hazards and code violations and determine appropriate mitigation measures.
- Analyze situations appropriately and take effective courses of action.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Department goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from high school, supplemented by courses in fire engineering, fire safety, or a closely related field. Associate's degree in architecture, criminal justice, engineering, fire protection, or construction management is desirable. Successful completion of California State Board of Fire Services or equivalent accredited courses Fire Inspector 1A, 1B, 1C, and 1D is highly desirable.

License and/or Certificate:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

ENVIRONMENTAL ELEMENTS:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment and in the field when conducting inspections. Travel beyond member city limits is rare.