

City of South San Francisco  
Human Resources Department

## **Safety Inspector II**

### Class Description

#### **Definition**

Under general direction, inspects and investigates for fire prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings, and storage and usages to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances, and with nationally recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire- and building-related codes and other aspects of the municipal code relating to construction, code enforcement, and building inspection; conducts field inspections for compliance with fire and life safety standards; conducts simple to complex plan reviews; investigates incidents for cause and origin of fire; presents education to the public on fire prevention, code enforcement; and does related work as assigned.

#### **Distinguishing Characteristics**

This is dual-role, journey-level safety class within the safety inspector series that specializes in fire prevention and municipal code enforcement. It is distinguished from the lower-level classification by the greater independence and technical expertise in which the incumbent is expected to effectively demonstrate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class after demonstrating the higher-level knowledge and skills; or when filled from outside the City, incumbents must have prior, significant fire inspection experience.

#### **Typical and Important Duties**

1. Interprets, applies, and ensures compliance with all applicable fire and building-related codes, ordinances, and regulations.
2. Investigates emergency incidents and fires for cause and origin; investigates fire hazard complaints, violations of laws and ordinances, arson fires, and all other fires requiring investigation for cause and origin; interviews witnesses and suspects; may search and seize, as appropriate; participates in the County fire investigation unit and fire prevention officers' association.
3. Investigates code enforcement complaints and violations received from others, including City departments and divisions, contractors, business owners, property owners, and the public.
4. Conducts and approves field inspections to ensure compliance with state and local fire codes and ordinances of businesses, schools, rest homes, residences, multi-family dwellings; hotels, hospitals, churches, structures, industrial and commercial buildings, general buildings, structures, and premises to enforce compliance with fire codes and regulations; inspects and tests fire alarms, sprinkler systems, heat and smoke detection devices, and any other fire

protection and control devices.

5. Conducts plan checks for industrial, commercial, public, and residential occupancies, structures, and buildings for compliance with fire-related codes and ordinances.
6. Interprets fire codes and other building- and construction-related code requirements for builders, subcontractors, designers, owners, and the public; resolves disagreements and problems concerning inspections and code compliance.
7. Participates in fire prevention activities, including combustible vegetation management, public education, and community outreach programs.
8. Conducts code enforcement field investigations and enforcement of applicable national, state, and local ordinances.
9. Issues violation notices and/or administrative citations in the enforcement of national, state, and local ordinances; exercises powers of arrest in accordance with the applicable Municipal Code and Penal Code sections.
10. Writes reports, attends, and makes presentations or responds to Planning Commission, City Council, or other public bodies, as necessary.
11. Writes fire incident reports.
12. Provides training, including but not limited to training on code enforcement and fire inspection.
13. Operates a variety of machines and equipment, such as automobile, camera, measuring tape and wheel, calculator, investigative and drafting equipment, and computers and related applications.
14. Participates or assists in the mitigation of emergency incidents.
15. Performs all other duties, as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- National, state, and local fire prevention codes, ordinances, and standards.
- Principles and techniques of effective customer service.
- Fire protection equipment, such as fire extinguishers, extinguishing/suppression systems, and alarm systems.
- Inspection methods and procedures.
- City and departmental policies and procedures.
- Arrest, search, and seizure methods and laws.

#### *Ability to:*

- Use fire prevention and code enforcement principles, methods, practices, programs, equipment, and techniques.
- Use national, state, and local fire prevention codes and ordinances.
- Read and interpret building plans.
- Review plan-check drawings and specifications, recognizing fire safety standards and deviations from plans.
- Apply principles, procedures, equipment, techniques, and methods of fire scene investigation and other incidents and determine causes and origins of fire.

- Conduct arrest, search, and seizure methods.
- Perform complex fire inspections.
- Identify fire hazard identification to require corrective actions; analyze, interpret, and explain fire prevention codes and regulations.
- Apply technical knowledge and follow proper inspection techniques.
- Operate fire prevention equipment, such as fire extinguishers, extinguishing/suppression systems, and alarm systems.
- Enforce a variety of codes, ordinances, and regulations relating to fire prevention, building, and housing with tact, diplomacy, and fairness.
- Recognize, identify, and preserve evidence.
- Effectively interview witnesses and suspects.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Understand and comply with national, state, local, City, departmental, and divisional rules and regulations.
- Maintain comprehensive records; prepare clear, concise, and complete oral and written reports.
- Establish and maintain cooperative and collaborative working relationships with those contacted in the course of work; represent the City, the department, and the division effectively in contacts with others, including agencies, City departments, and the public.
- Understand, comply, and enforce safety policies, rules, and regulations; properly use safety equipment; work in a safe manner, following City safety practices and procedures.
- Interact with the public in routine and sensitive situations with tact and diplomacy.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Take a leadership role in addressing customer service issues.
- Recommend process improvement changes to streamline procedures.
- Utilize job-related computer applications.
- Utilize gas detector and decibel meters.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment; actively participates in City safety programs.
- Maintain confidentiality regarding sensitive information.

*Skill to:*

- Accurately taking and transcribing own notes.
- Entering and retrieving data from a computer with sufficient speed and accuracy sufficient to perform assigned work.
- Using a personal computer and associated applications, including word processing, databases, calendar, and e-mail systems.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain knowledge, skills, and abilities would be:

#### *Experience:*

- Three years of progressively more responsible journey-level fire prevention experience in a comparable department or state agency and experience working with the public in dealing with journey-level fire prevention standards, techniques, systems, and enforcement practices.
- Or one years of progressively more responsible experience as a Safety Inspector I with the City of South San Francisco performing fire prevention inspections and municipal code enforcement.

#### *Training:*

- Equivalent to graduation from high school, supplemented by courses in fire engineering, fire safety, or a closely related field. An associate's degree from an accredited college in fire engineering, fire safety, fire science, or a related field is preferred.
- Certificate of completion of Fire Prevention 2A certified by the State of California Board of Fire Services.
- State Fire Marshal Office Fire Prevention Officer II certification, or equivalent education and experience.

### **Licenses and Certificates**

The following licenses or certifications must be maintained as a condition of employment:

- Possession of an appropriate valid California driver's license.
- Possession of a Fire Investigation I certificate, State Fire Marshal.
- Possession of Section 832 Penal Code, State of California – non-firearm Certification.
- Possession of one of the following is highly desirable:
  - ◆ Sixteen quarter units or 12 semester units in Fire Science.
  - ◆ California Association of Code Enforcement Code Enforcement Officer certification.

### **Special Requirements**

Essential duties require the following:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended

hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Approved:  
Revised Date: March 2001, November 2002, April 2003  
Former Titles: Fire Inspector I  
Abolished:  
Bargaining Unit: IAFF  
ADA Review: June 2000, 2003  
DOT: No  
Physical: Class 2  
Status: Classified/Non-exempt  
EEOC Category: EF5\EJ4  
Job Code:

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. SDE
5. MWE
6. SDE
7. SDE
8. SDE
9. SDE
10. SDE
11. OAE
12. OAE
13. SDE
14. SDE