

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3247
Approved by C.S.B.
7/11/2012

SENIOR FIRE CODE COMPLIANCE OFFICER

DEFINITION

Under general direction oversees and performs fire code compliance work involving field investigations, observations and resolution of alleged or apparent violations, including investigating and documenting violations; performs preliminary plan check review; represents the City at various hearings and events, as well as working actively with the public and City staff to resolve fire code compliance issues and promote community awareness; performs other related work as required.

EXAMPLES OF DUTIES

1. Coordinates, reviews, schedules and performs work related to Fire code compliance including implementing and enforcing the City's fire code compliance program.
2. Receives, records, investigates and responds to reported violations of various fire codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents fire code violation cases.
4. Participates in court actions involving fire code violations; collects evidence, prepares court exhibits, and testifies in court.
5. Coordinates activities and works collaboratively with City departments and other regulatory agencies.
6. Recommends appropriate disposition of outstanding cases.
7. Ensures adherence to and application of established safe work practices and procedures.
8. Provides information to the public regarding fire codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes; investigates and resolves complaints.
9. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to fire codes, policies and procedures.
10. Organizes and maintains various records and files including specialized computer applications.
11. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to fire code enforcement.
12. Oversees the work of and provides lead direction and training to assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, police science, or related area.

Experience: Four years of progressively responsible journey level fire code compliance experience.

Knowledge

Knowledge of principles and practices of fire code enforcement; construction practices and materials; applicable federal, state and local fire codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability

Ability to effectively oversee, schedule and perform assigned fire code compliance work; organize and implement a

comprehensive fire code enforcement program; interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public; and oversee the work of and provide lead direction and training to assigned staff.

Special Requirements

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

AND

Possession of valid California Peace Officers Standards and Training (POST) certification, Penal Code Section 832, Laws of Arrest without Firearms, or the equivalent.

AND

Possession of valid International Code Council Fire Inspector certification, or the equivalent.

AND

Possession of or the ability to obtain within one year of appointment, International Code Council Fire Plans Examiner Certification; or equivalent certification as recognized by the City.