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## HAZARDOUS MATERIALS FIRE INSPECTOR

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### **DEFINITION**

Under general supervision, conducts advanced journey level fire prevention, plan check, code enforcement and hazardous materials inspections of industrial and commercial structures and open areas; enforces local State and Federal laws related to hazardous materials; and administers fire safety education program. This is a non-sworn, civilian position.

### **SUPERVISION EXERCISED**

May train and provide functional supervision of subordinate personnel.

### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.*

Answer inquiries from the public, both in person and over the phone, providing information about hazardous material codes/requirements and explaining procedures.

Review fire prevention, plan check, code and hazardous materials policies and regulation and recommend new and revised ordinances.

Regulate the storage, use, handling, and disposal of hazardous materials.

Coordinate the implementation of policies, procedures, and guidelines for the Hazardous Materials Disclosure Program; identify facilities requiring disclosure of hazardous materials information.

Provide technical advice and make recommendations regarding safety inspections of chemical users to reduce hazardous materials accidents.

Prepare compliance or correction notices of code violations; report violations to the Fire Chief; investigate citizen complaints related to fire/safety hazards; conduct follow-up inspections to ensure compliance; issue citations when necessary.

Inspect buildings and related public facilities and equipment for fire hazards, efficiency of fire protective equipment, adequacy of fire escapes/exits, lawful public assemblies and compliance with all other fire code provisions; ensure compliance with fire safety codes and fire prevention practices; advise property owners as to fire hazard removal.

Assist contractors, architects, engineers, developers and the general public with fire safety codes and related information; evaluate and approve fire protection systems.

Develop and present fire safety/prevention educational programs and public information materials for schools, community groups, residents and business persons.

Prepare case files for legal action; represent the City and Fire Department at administrative hearings and/or in Court.

Conduct investigations to determine fire cause and origin.

Coordinate fire company inspection program.

Maintain maps, files and records related to fire prevention and safety activities and programs.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### **Knowledge of:**

Methods and techniques used in fire prevention, plan check, code and hazardous materials inspection of public area, residential and commercial construction.

Local, State and Federal laws and codes related to hazardous materials and fire safety.

Certified Unified Program Agency, National Pollutant Discharge Elimination System, California Accidental Release Program and industrial waste programs.

Standard fire safety and prevention and hazardous materials practices.

#### **Ability and Skill to:**

Enforce compliance with fire and other codes.

Conduct hazardous materials and fire safety, prevention and code enforcement inspections.

Identify and recommend solutions to hazardous materials/waste management problems.

Conduct plan checks relative to fire safety.

Respond to questions from the public and staff regarding hazardous materials.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



**QUALIFICATIONS**

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

BA/BS degree with course work in fire science, industrial hygiene, environmental science or related field; and four (4) years of experience in fire prevention, code and/or environmental protection.

**LICENSE OR CERTIFICATE**

Must possess or have the ability to obtain an appropriate California Driver's License and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

Possession of a Hazardous Materials Technician and/or Specialist Certificate, Fire Prevention Officer I, and Fire Investigator I Certificate. P.C. 832 certification desirable.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time; ability to kneel, stoop, crawl and climb.

Ability to lift up to climb ladders and conduct inspections in confined spaces.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

