



# MARIPOSA COUNTY

Human Resources • (209) 742-1379



## RESOLUTION - ACTION REQUESTED 2019-620

MEETING: October 22, 2019  
TO: The Board of Supervisors  
FROM: Kimberly Williams, Human Resources Director  
RE: Approve New Classification-Fire Prevention Inspector I/II

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### RECOMMENDATION AND JUSTIFICATION:

Approve a new classification and job description of Fire Prevention Inspector I/II; set the Fire Prevention Inspector I monthly salary range at \$3,127.10-\$3,801.00; set the Fire Prevention Inspector II monthly salary range at \$3,991.08-\$4,851.16; and assign the Fire Prevention Inspector I/II classification to the SEIU bargaining unit. One full-time allocation was approved by the Board of Supervisors during the 2019/2020 fiscal year budget.

The Fire Prevention Inspector I/II classification was developed with a focus on fire prevention activities, such as educating businesses and residents, performing regular inspections, and enforcing codes designed to minimize loss of life and property. The Fire Prevention Inspector I is the entry-level class and will perform the less complex duties while learning the full range of duties. After gaining experience and completing required training, an incumbent may advance to the journey level of Fire Prevention Inspector II.

It is further recommended that the salary range for each level of the Fire Prevention Inspector class is as follows:

Fire Prevention Inspector I: \$3,127.10 - \$3,801.00/month.

Fire Prevention Inspector II: \$3,991.08 - \$4,851.16/month.

Since it is entry-level, the Fire Prevention Inspector I salary is 11% less than the Animal Control Officer, another class that is responsible for enforcement as it relates to the care of animals and livestock and can also issue notices of violation and citations. However, the Animal Control Officer is required to have one year of specialized experience to qualify for the position. Once the Fire Prevention Inspector I gains experience and is successful in completing certain training, the Fire Prevention Inspector I can advance to the Fire Prevention Inspector II level at a higher rate of pay.

It is also recommended that the classification is assigned to the SEIU bargaining unit.

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2019/2020 fiscal year budget, the Board of Supervisors approved the funding and allocation for a Fire Prevention Inspector I/II.

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**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as recommended; amend as the Board desires and approve.

**FINANCIAL IMPACT:**

**Funds to support this classification were budgeted in the 2019/2020 fiscal year budget.**

**ATTACHMENTS:**

**Fire Prevention Inspector I-II (PDF)**

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Merlin Jones, Marshall Long, Kevin Cann, Miles Menetrey

## **FIRE PREVENTION INSPECTOR I/II**

### **DEFINITION**

Performs a wide variety of fire, life safety inspections, weed abatement, brush clearance, and education for all state mandated sites throughout the county including but not limited to schools, hotels, motels, assembly halls, churches, day care homes, pre-schools, and mental care facilities. Inspects residential, commercial buildings, and new construction in a thorough manner and accurately detects fire hazards and deviations from fire codes and standards. Incumbents will assess conformity to California Fire Code, National Fire Protection Standards, Mariposa County Ordinances, and all other State and local fire life safety codes. Conducts annual license and permit inspections as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Fire Prevention Inspector I class is the entry level into the series, has minimal directly related work experience and performs the less complex duties while learning the full range of duties. This classification is flexibly staffed with Fire Prevention Inspector II and incumbents normally advance to the higher level after gaining experience, completing required training, and achieving proficiency that meets the requirements for the higher level class. The Fire Prevention Inspector II class is the journey level in the series and requires directly related experience in code enforcement and/or public relations. It is distinguished from the I level by performance of the full range of duties including the more complex inspections and the increased level of independence and responsibility. Incumbents in the Fire Prevention Inspector II class are designated as Certified Code Enforcement Officers by the California Association of Code Enforcement Officers.

### **SUPERVISION RECEIVED AND EXERCISED**

The Fire Prevention Inspector I and II report to the Mariposa County Fire Department Battalion Chief (Fire Marshal). The Fire Prevention Inspector I receives immediate supervision while learning job tasks, progressing to general supervision as procedure and processes of assigned areas of responsibility are learned. Incumbents at the Fire Prevention Inspector II level work independently, perform the full range of duties including the more complex inspections, and check with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Positions in these classifications do not exercise lead or supervisory responsibility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Inspects a variety of structures and facilities ensuring compliance with all State and local fire codes.

Assists in weed abatement, brush and combustible vegetation clearance and related data entry.

Provides and distributes information to building owners and others regarding fire codes and standards and ensures that questions and concerns are effectively resolved.

Assists in hydrostatic water testing of fire protection systems as outlined in the California Code of Regulations, Title 19 and NFPA 291 standards.

Meets with the general public to conduct fire safety presentations and provides information regarding fire prevention and life safety.

Maintains database and invoicing for operational permit inspections.

Issues various permits as outlined in the California Fire Code Section 105.

Prepares notice of violations and keeps accurate logs, reports, and records regarding fire inspections.

Issues code violations and citations, confers with and recommends action to the Fire Marshal if corrections are not made.

Performs related duties in support of fire operations within the County as assigned.

*Fire Inspector II* (in addition to the above):

Assures the proper operations of newly installed fire suppression systems that are compliant to California Code of Regulations Title 19.

Performs weed abatements, enforcements and tracks the penalty collection process.

Schedules and orders weed abatement cleanups for non-compliant properties.

Represents the fire department for the weed abatement hearing process.

Meets with the general public to conduct oral presentations and provide information regarding fire prevention and life safety.

Assures the safe installation and utilization of tanks for flammable liquids.

### **EMPLOYMENT STANDARDS**

*Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.*

#### **Knowledge of:**

Public relations techniques.

Basic math.

Safe work practices.

Report writing principles.

Basic accounting principles and techniques.

English usage, spelling and grammar.

*Fire Inspector II* (in addition to the above):  
Fire inspection methods and procedures.

California Fire Codes, Building Codes, Mechanical Codes, Electrical Codes, Public Resource Codes, Health and Safety Codes, and local codes and ordinances.

Various NFPA Standards.

**Ability to:**

Learn codes, laws, policies, and procedures relating to fire prevention.

Learn fire inspection methods and procedures.

Communicate effectively both orally and in writing.

Make independent, sound decisions.

Deal with the public in difficult work situations with tact and courtesy.

Enforce pertinent fire codes, ordinances, laws, and regulations with impartiality and efficiency.

Meet objective deadlines within applicable standards.

*Fire Inspector II* (in addition the above):  
Research and interpret California fire laws.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, in the field, and around new and existing residential and commercial construction; work is also performed in open fields, often with uneven ground.

**TYPICAL PHYSICAL REQUIREMENTS**

Work requires sitting and standing for extended periods of time, walking, stooping, and bending. Occasionally requires lifting and carrying items weighing up to 50 pounds, use of hand tools, and office equipment.

**MINIMUM QUALIFICATIONS**

**Experience:**

*Fire Prevention Inspector I*

One (1) year experience in customer or general public relations.

*Fire Prevention Inspector II*

One (1) year of experience performing the duties of a Fire Prevention Inspector I in Mariposa County.

**OR**

Two (2) years of experience performing work in the areas of fire prevention, including one year of experience performing public fire safety inspections and presentations.

**Education:** *(Both Fire Prevention Inspector I and II)*

Possession of a high school diploma or GED equivalent.

*Fire Inspector I*

Within one year of hire date, successful completion of California Fire Service Training Education System Fire Prevention 1A and 1B or Fire Inspector II; and California Association of Code Enforcement Officers designation as a Certified Code Enforcement Officer.

Successful completion of California Fire Service Training Education System Fire Prevention 1A or Fire Inspector I is desirable.

*Fire Prevention Inspector II*

Successful completion of California Fire Service Training Education System Fire Prevention 1A and 1B or Fire Inspector 1A and 1B; and successful completion of California Fire Service Training Education System Fire Prevention 2A and 2B.

**Additional Requirements:** *(Both Fire Inspector I and II)*

Upon receipt of a conditional job offer, successful applicants will be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal records.

Incumbents must successfully complete forty (40) hours of California Fire Service Training or equivalent in fire prevention training per year to keep current with California codes and regulations.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**