

**FIRE PREVENTION TECHNICIAN (PART TIME)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**JOB OBJECTIVES**

To assist the Fire Prevention Division of the Fire Department in its efforts to reduce the number of fires in our community and increase the life safety of the residents of our community. Typical duties include performing fire inspections as part of our maintenance inspection program, conducting public information and education efforts, and determining the cause and origin of the fires that do occur.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Fire Division Chief.

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Performs basic fire code inspections in occupancies as required by our maintenance fire inspection program.
2. Deliver public education programs as part of the various public education campaigns and community requests.
3. May conduct necessary follow-up fire investigations; determine cause and origin of fire; collect and preserve evidence at fire scenes; prepare and submit investigation reports.
4. May investigate complaints pertaining to violations of fire prevention codes and ordinances; provide information for the correction of violations.
5. Assist the Building Department with inspections and tests of new and altered fire protection equipment; ensure compliance with applicable codes and regulations.
6. Maintain records and develop reports concerning new or on-going inspection activities; maintain and file inspection reports; prepare statistical reports as necessary.
7. Respond to emergencies and fire alarms as required to support the Incident Management Team.
8. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services, and activities of a Fire Prevention Division
- Fire inspection methods and associated work.
- Applicable codes and ordinances including the Oregon Fire Code, Oregon Structural Specialty Code, Oregon Mechanical Code, and associated National Fire Protection Association (NFPA) Standards.
- Modern fire cause investigation theories, techniques, and methods.
- A basic awareness of the operations of a modern fire department providing fire protection, rescue, and emergency medicine to the community.
- Methods for creative and effective modern public education and information programs.

## **CITY OF FOREST GROVE**

### **Fire Prevention Technician – Part Time (Continued)**

#### **Ability to:**

- Communicate effectively with individuals and groups.
- Speak in public arenas and answer questions as needed.
- Perform a variety of fire code inspections.
- Interpret and apply applicable codes, standards, and policies pertaining to fire and life safety.
- Conduct physical work needed to completely process a fire investigation scene.
- Prepare clear and concise written documents and reports.
- Respond in a professional manner to public inquiries, requests, and complaints as needed.
- Work independently and as a part of a team to accomplish the goals of the department.
- Establish and maintain positive and professional working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

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

##### **Education:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science or a related field.

##### **Experience:**

Sufficient experience in fire prevention education, fire codes and ordinances, fire cause investigation that would provide the knowledge and expertise to perform job duties.

##### **License or Certificate**

Possession of an appropriate, valid driver's license issued by the State of Oregon.

Oregon Fire and Life Specialist 1 certification

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Travel to emergency scenes and/or fire fighting incidents; exposure to noise, dust, grease, smoke, fumes, gases, extreme heat and hazardous materials; work at heights on ladders; work with water.

**Mobility:** Incumbents require sufficient mobility to walk, stand, run, climb, crawl, reach, and bend for prolonged periods; lift, push and pull objects; drive and operate fire suppression equipment and apparatus.

**Vision:** Vision sufficient to distinguish objects in limited visibility and to read small print, computer screens and printed documents.