

City of South San Francisco  
Human Resources Department

**Safety Inspector III**

Class Description

**Definition**

Under general direction, inspects fire protection systems, construction sites, buildings, uses, occupancies, and structures to ensure an appropriate level of fire protection and compliance with applicable state and local regulations, 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, building inspection, and weed abatement; conducts complex field inspections for compliance with fire and life safety standards; investigates complex incidents for cause and origin of fire; enforces hazmat-related laws and regulations; conducts complex plan reviews; presents education to the public on fire prevention; acts in a lead role in the absence of the Fire Marshal; and does related work as assigned.

**Distinguishing Characteristics**

This is a dual role, specialist-level safety class within the safety inspector series that is focused on the most complex fire prevention, engineering, and inspection; code enforcement, which also includes combustible vegetation management; incident investigation by providing technical expertise related to fire codes and other construction, building, and inspection codes; and consultation, pre-planning, and pre-inspection. It is distinguished from the lower-level classification by the significant level of independence in which an incumbent is expected to effectively operate. 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, and provide direction to lower-level inspectors. This class is flexibly staffed and is normally filled by advancement from the lower class; or when filled from outside the City, require prior fire inspection experience. Appointments to the higher class require that the employee perform the full range of duties assigned to the class. This classification may be made as an assignment and is differentiated from suppression positions by its core responsibilities for inspection and code enforcement.

**Typical and Important Duties**

1. Interprets, applies, and ensures compliance with all applicable fire- and building-related codes, ordinances, and regulations.
2. Investigates code enforcement complaints and violations received from others, including City departments and divisions, contractors, business owners, property owners, and the public.
3. 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.
4. Conducts 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; 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. Reviews plans for storage, uses, 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. Signs-off on a variety of fire-related permits and inspections.
  8. Issues violation notices and/or administrative citations in the enforcement of ordinances and codes; exercises powers of arrest in accordance with the Municipal Code and Penal Code sections.
  9. Writes reports, attends, and makes presentations or responds to Planning Commission, City Council, or other public bodies, as necessary.
  10. Reviews and evaluates hazardous materials plans for compliance with national, state, and local regulations and ordinances.
  11. Reviews and evaluates emergency procedures and disaster plans; conducts fire drills.
  12. Provides training, including but not limited to training on code enforcement, fire inspection, and fire investigation.
  13. Reviews fire incident report to ensure compliance with state guidelines and procedures.
  14. 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.
  15. Participates or assists in the mitigation of emergency incidents.
  16. May act in a lead role in the absence of the Fire Marshal, as assigned.
  17. Performs all other duties as assigned.

### **Job-related Qualifications**

#### **Knowledge of:**

- Fire prevention and code enforcement principles, methods, practices, programs, equipment, and techniques.
- National, state, and local fire prevention codes, ordinances, and standards.
- Principles and techniques of effective customer service.
- Principles, procedures, equipment, techniques, and methods of investigation.
- Inspection and plan check methods and procedures.
- City and departmental policies and procedures.
- Arrest, search, and seizure methods and laws.

- Fire prevention equipment, such as fire extinguishers, extinguishing/suppression systems, and alarm systems.

Ability to:

- Perform the most complex fire inspections and code enforcement activities.
- Identify fire hazards to require corrective actions; analyze, interpret, and explain fire prevention codes and regulations.
- Apply technical knowledge and follow proper inspection techniques.
- Read and interpret building and engineering plans.
- Review plan-check drawings and specifications, recognizing fire safety standards and deviations from plans.
- Enforce a variety of codes, ordinances, and regulations relating to fire prevention, building, and housing.
- Investigate fire scenes and other incidents and determine causes and origins of fire.
- 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 collaborative and cooperative 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.
- Coordinate combustible vegetation management public education and community outreach programs.
- 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.
- Make process improvement changes to streamline procedures.
- Utilize job-related computer applications.
- Utilize gas detector and decibel meter.
- Perform assignments and maintain equipment in a safe manner; understand and enforce safety policies, rules, and regulations; properly uses safety equipment; actively participates in City safety programs.

Skill to:

- Accurately taking notes and transcribe own notes.

- Operating a personal computer and associated applications.
- Entering and retrieving data from a computer with sufficient speed and accuracy sufficient to perform assigned work.
- For assignment positions, learn and apply job-related knowledge and abilities.

### **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 the knowledge, skills, and abilities would be:

#### **Experience:**

- Four years of progressively more responsible fire prevention experience in a comparable department or state agency and in working with the public in dealing with fire prevention standards, techniques and systems, and enforcement practices.
- Or one year of progressively more responsible experience as a Safety Inspector II with the City of South San Francisco performing fire prevention, inspection, and municipal code enforcement.
- Or this position may be an assignment and some knowledge and training may be gained on the job. If assigned, two years' experience with the City of South San Francisco's Fire Department in any classification/assignment below a Fire Captain.

#### **Training:**

- An associate's degree from an accredited college in fire engineering, fire safety, or a closely related field. A bachelor's degree from an accredited college or university with major coursework in fire engineering, fire safety, fire science, or a related field is highly desirable.
- Certificate of completion of Fire Prevention 3A and 3B certified by the State of California Board of Fire Services.
- State Fire Marshal Office Fire Prevention Officer III certificate, or equivalent education and experience.
- Possession of a Fire Investigation I certificate, State Fire Marshal, or equivalent.
- For fire suppression assignments, incumbents must have the following:
  - Fire Prevention 1A
  - Fire Prevention 1B
  - Fire Prevention 1C
  - Fire Investigation 1A
  - Fire Investigation 1B

### **Licenses and Certificates**

Possession of the following licenses and certifications must be maintained as a condition of employment.

- An appropriate valid California driver's license.
- Possession of Section 832 Penal Code, State of California – non-firearm Certification.

- Possession of the following is highly desirable:
  - California Association of Code Enforcement, Code Enforcement Officer certification.
  - Fire Investigation II certificate, State Fire Marshal.

### **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; 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.

### **Additional Information:**

- Approved:
- Revised Date: March 2001, November 2002, April 2003
- Former Titles: Fire Inspector II
- Abolished:
- Bargaining Unit: IAFF – This position may be an assignment, as determined by the Fire Chief.
- DOT: No
- Status: Classified/non-exempt
- Job Code: B190