

**South Adams County Fire Department**  
**Job Description**  
**FIRE PREVENTION OFFICER I**

**Position:** Fire Prevention Officer I  
**Supervisor:** Fire Marshal  
**Division:** Fire Prevention  
**FLSA Status:** Non-exempt  
**Effective Date:** November 2018  
**Salary Range:** \$63,000 - \$68,360 (DOE)

This Job Description is established by the South Adams County Fire Department to outline the basic requirements, duties and general responsibilities of the Fire Prevention Officer I and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

**Position Summary:**

The position is responsible for performing inspections of both new and existing buildings; witnessing various tests required for fire protection equipment and verifying proper operation and compliance with applicable codes and standards; conducts comprehensive fire investigations; prepares necessary correspondence, reports and records; responds to fire emergencies as directed; processes complaints; conducts and participates in public education and public relations programs; performs other related duties as directed.

**Immediate Supervisor:**

The Fire Prevention Officer reports directly to the Fire Marshal.

**Supervisory Responsibility:**

None

**Essential Functions:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Primary Duties and Responsibilities:**

The following duties are an overview of the essential duties and responsibilities of the Fire Prevention Officer I and should not be considered an all-inclusive list.

1. Knowledge of the Department's rules, policies and procedures, including but not limited to the rules, policies and procedures contained in the District's Member Handbook and Standard Operating Guidelines.
2. Schedule and perform field inspections of residential and commercial structures as directed.
3. Document and track information relating to the inspection program.

4. Answer questions from the public specific to fire and life safety topics.
5. Assist with the establishment of target hazard priorities.
6. Assist Operations personnel with company inspection responsibilities.
7. Assist with the development of pre-plan guidelines.
8. Teach and assist in fire and life safety public education activities as directed.
9. Assist owners and managers in understanding the requirements of, and complying with, the applicable fire code and nationally recognized standards.
10. Assist with actions to enforce compliance where voluntary compliance is not achieved.
11. Conduct fire investigations and participate in the "on-call" fire investigator rotation schedule as directed.
12. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, other governmental agencies and the community.
13. Maintain positive and constructive written and oral communication skills at all times.
14. Work well in a progressive team-oriented environment with a positive attitude and be a self-starter.
15. Promote a positive, professional image of the District at all times.
16. Perform such other duties as directed.

**Minimum Qualifications and Certification Requirements:**

1. Possess a high school diploma or G.E.D.
2. Possess and maintain a valid Colorado driver's license, and acceptable driving record.
3. International Code Council (ICC) Fire Inspector I, State of Colorado Fire Inspector I, and American Heart Association CPR and AED Certification.
4. Possess or obtain within one (1) year of the date of hire and maintain the following certifications: State of Colorado Hazardous Materials Awareness/Operations, Youth/Juvenile Fire Setter Intervention Specialist through the National Fire Academy or State of Colorado, State of Colorado Driver Utility Operator, and Child Passenger Safety technician. If the certification course or testing is not available within the 1<sup>st</sup> year, then that specific certification will be required at the time it is made available by the governing body of the certification program.
5. Possess and maintain within two (2) years of the date of hire and maintain the following certifications: International Code Council Fire Inspector II, State of Colorado Fire

Inspector II, State of Colorado Fire Suppression Inspector and International Association of Arson Investigators Fire Investigation Technician Certification (IAAI – FIT).

6. General knowledge of fire and life safety inspection techniques.
7. Ability to operate a personal computer and software, including but not limited to District's RMS software, and Microsoft programs.
8. Ability to use independent judgment to solve problems.
9. General knowledge of modern fire prevention, fire and life safety education principles, procedures, techniques and equipment.
10. Ability to schedule and meet related obligations and timelines.
11. Knowledge of fire protection systems and related inspection criteria.
12. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
13. Ability to comprehend and interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes and nationally recognized standards.
14. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

### **Work Environment and Physical Requirements:**

This position requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical and emergency scenes of every type.

1. A portion of this position will involve sedentary work in an office environment.
2. Must be able to pass the District's physical fitness test upon hire, and annually thereafter as required by the District's Member Handbook and Standard Operating Guidelines.
3. Must be able to lift, move and carry objects up to fifty (50) pounds frequently and up to one hundred (100) pounds occasionally.
4. This position requires standing, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, climbing, pinching, gripping, digging, reaching over head, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty (20) and in excess of one hundred (100) degrees Fahrenheit.
6. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other

materials, electrical currents, high places, and confined spaces.

7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which will require the use of Personal Protection Equipment including Self-Contained Breathing Apparatus.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position will involve occasional periods of high physical, mental and/or emotional stress.
11. This position will require at times to work dedicated events after normal business hours.
12. Must be available, as required on an occasional basis, to serve as the "on call" fire investigator, to be available 24 hours a day when performing such duty, and to use a District-supplied vehicle during this time.
13. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B, C, HIV, tuberculosis, small pox, etc.
14. Fire Prevention Officer Grade levels are pursuant to the career path chart approved by the Fire Chief.