#### FIRE PROTECTION ANALYST

### **Definition:**

Under general supervision checks building plans and inspects a variety of new construction and existing facilities for compliance with applicable codes and regulations; enforces the California Fire Code; presents public education programs; assists the public, developers and contractors in processing plans and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Enforces the California Fire Code (CFC) and issues permits, notices and citations as needed.

Reviews building construction and industrial process plans to determine compliance with a variety of building and fire/life safety standards, regulations, laws and codes.

Evaluates and determines existing and proposed fire protection and fire alarm system(s) conformity to construction plans and compliance with a variety of building and fire/life safety codes.

Conducts field inspections of a variety of residential, commercial and industrial buildings/structures, including high rise buildings and places of public assembly.

Checks code requirements and the design, construction and installation of equipment based on an analysis of fire related hazards.

Makes recommendations to the Fire Marshal as to adequacy of alternate fire protection/prevention materials and methods.

Issues citations and appears in court as needed.

Provides technical assistance to City staff, contractors, architects, engineers, developers and the public.

Researches and analyzes a variety of data related to fire and life safety design, writes reports to include recommendations/findings and maintains records.

Participates in the development, presentation and evaluation of related training programs to include fire safety, prevention and hazard abatement programs.

Acts as a liaison between the Fire and the Development Services departments for routing inspections, handling concerns/complaints and checking plans.

Operates a personal computer and uses applicable software to enter and retrieve data and prepare a variety of reports, correspondence and other material.

Stays current on applicable codes, regulations and new or alternate fire/life safety technologies.

Uses a camera and basic hand tools to include a screwdriver and wrench.

Makes oral and written presentations.

Drives a vehicle on City business.

### Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

May provide direction to lower level staff.

#### **Class Characteristics:**

Fire Protection Analyst is a single incumbent non-safety position in the Fire Department with duties related to checking building plans and the inspection of assigned occupancies, structures and facilities for code compliance. Assigned duties require judgment and substantial initiative.

# **Contacts and Relationships:**

The Fire Protection Analyst establishes and maintains contact with staff in the Fire Department and Development Services Department. Regular contact will occur with the public, developers and contractors requiring diplomacy and tact when dealing with applicable code enforcement matters. Additional contact will occur with other City staff.

### **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

# Knowledge of:

Applicable laws, codes and regulations regarding fire protection and detection systems and equipment.

Applicable building, electrical, plumbing and related codes.

Principles, practices and procedures of technical fire inspection activities.

Fire protection and fire alarm system design and implementation.

Water supply system design and implementation.

Safety standards and methods of building construction.

English usage, spelling, grammar and punctuation.

Effective customer service/public contact skills.

Intermediate math related to area assigned.

Computer applications related to area assigned.

#### AND

### Ability to:

Understand, interpret and apply applicable codes and National Fire Protection Association (NFPA) design standards.

Make mathematical computations associated with verifying fire protection system design.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Read and review blueprints and plans to include those related to fire sprinkler and fire alarm systems.

Perform a variety of difficult and complex inspections of residential, commercial and industrial buildings, structures, facilities and places of public assembly.

Communicate effectively orally and in writing and make oral and written presentations.

Gather, research and analyze data and write correspondence and reports.

Understand and carry out oral and written instructions independently and use judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

# A typical way to obtain the knowledge and abilities is as follows:

### **Education:**

Associates Degree or two years of study at an accredited college or university towards a Bachelors Degree in Fire Prevention, Fire Protection Engineering, Mechanical or Civil Engineering or a closely related field.

#### AND

### **Experience**:

Three years of progressively responsible experience related to the review of plans for fire protection/fire alarm systems and building construction to include some field inspection.

# **Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and a valid and appropriate California Drivers License throughout employment in this position.

Certification as a Fire Prevention Officer I by the California Fire Service Training and Education System at time of appointment.

Must be able to work a flexible schedule to accommodate City needs to include evenings, weekends and overtime.

Possession of or ability to obtain a valid Penal Code 832 certification within six months of employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Fire Protection Analyst file financial disclosure statements in accordance with state and local laws.

#### Other:

Bachelors Degree in Civil, Mechanical or Fire Protection Engineering, Fire Protection or a closely related field from an accredited college or university is helpful but not required.

## Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment, at a public counter and in the field performing inspections. When outdoor field work is performed there is full exposure to the elements. The incumbent uses a computer keyboard and screen, a camera and basic hand tools, drives a vehicle on City business and sits, stands, walks, kneels, crouches, twists, climbs stairs, ladders and inclines, bends, crawls and reaches and pulls, pushes, grasps, lifts, moves and carries boxes of files and other items weighing 30 pounds or less. The incumbent may walk on slippery/uneven surfaces and slopes, be exposed to extreme noise, grease and oil, fumes and construction site dirt and dust. An incumbent must be

able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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