

February 7, 2012
Council Meeting

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

**SUBJECT: HR - Approve the Proposed Class Specification for
Fire Prevention Manager**

EXPENDITURE: None.

RECOMMENDATION

The Human Resources Director and the Civil Service Commission recommend that your Honorable Body approve the proposed class specification for Fire Prevention Manager

FUNDING: None – this is for the approval of the class specification only.

BACKGROUND

As a result of a restructuring of management positions in the Fire Department, the Fire Chief requested the development of the Fire Prevention Manager classification to provide day-to-day operations of the Fire Prevention program including inspection of fire protection and extinguishing systems, compliance with fire code and environmental regulations, compliance with the City's hazardous materials/waste management, storage tanks, and permits program.

The proposed class specification was approved by the Civil Service Commission at their meeting on December 12, 2011 and is before your Honorable Body for approval.

ANALYSIS

The primary duties of the classification include a comprehensive Fire Prevention program including inspection of fire protection and extinguishing systems, compliance with fire code and environmental regulations, and compliance with the City's hazardous materials/waste management, storage tanks, and permits program.

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position.

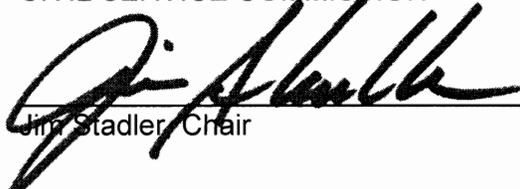
To qualify for the position, a typical combination of Education and Experience that provides the knowledge and skills required is illustrated, such as:

Associate's degree in fire science or a related field from an accredited college and five (5) years increasingly responsible experience in fire code, environmental compliance, and fire prevention/inspection including at least one (1) year of lead or supervisory experience. A Bachelor's degree in Fire Science/Fire Engineering or a related field is highly desirable.

Certifications or Licenses required are as follows:

Must possess and maintain an appropriate, valid California driver's license. Fire Marshal certificate issued by the California State Fire Marshal is highly desirable.

Respectfully submitted,
CIVIL SERVICE COMMISSION

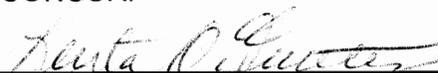


Jim Stadler, Chair

By 

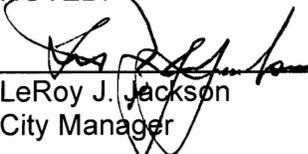
Melody P. Lawrence
Human Resources Manager

CONCUR:



Leyta Fuentes
Acting Human Resources Director

NOTED:



LeRoy J. Jackson
City Manager

Attachments:

- A. Civil Service Commission Meeting December 12, 2011

December 12, 2011
Commission Meeting

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Approval of the New Class Specification for Fire Prevention Manager

RECOMMENDATION

The Human Resources Manager recommends that your Honorable Body approve the proposed class specification for Fire Prevention Manager and forward it to the City Council for adoption.

BACKGROUND

As a result of a restructuring in the Fire Department, the Fire Chief requested the development of a classification to provide oversight of day-to-day operations of the Fire Prevention program including inspection of fire protection and extinguishing systems, compliance with fire code and environmental regulations, compliance with the City's hazardous materials/waste management, storage tanks, and permits program.

The proposed class specification for Fire Prevention Manager is submitted for your review and approval.

ANALYSIS

The primary duties of the classification include a comprehensive Fire Prevention program including inspection of fire protection and extinguishing systems, compliance with fire code and environmental regulations, and compliance with the City's hazardous materials/waste management, storage tanks, and permits program. Primary Examples of Duties include:

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Administers safety and training programs.
- Acts as department/division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Prepares reports and recommendations for City Council and commission agenda items.
- Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required.

The Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position. Knowledge and abilities statements listed below reflect the requirements of the classification including:

Knowledge of:

- National, state and local laws, standards, ordinances, rules, regulations, policies and procedures.

- Uniform fire and building codes, and state and national fire codes.
- State environmental laws and regulations, local ordinances and standards.
- Fire engineering principles, and the systems and equipment used in fire detection/suppression.
- Fire prevention and inspection methods.
- Basic environmental inspection methods.
- Fire and life safety systems.
- General building, electrical, plumbing and construction methods and materials.
- Principles and practices of supervision.
- Fire cause and origin investigation practices, techniques, and laws.
- Project management methods and practices.
- Management and supervisory principles and practices.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

Ability to:

- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement division policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff.

To qualify for the position, a typical combination of Education and Experience that provides the knowledge and skills required is illustrated, such as:

Associate's degree in fire science or a related field from an accredited college and three (3) years increasingly responsible experience in fire code and environmental compliance or fire prevention and inspection.

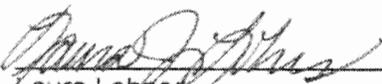
A Bachelor's degree in Fire Science/Fire Engineering or a related field is highly desirable.

Respectfully submitted,



 Melody Lawrence
 Human Resources Manager

CONCUR:



 Laura Lohmes
 Civil Service Manager

Attachments: Proposed Class Specification for Fire Prevention Manager

FIRE PREVENTION MANAGER

DEFINITION

Under direction, oversees fire prevention or environmental activities and reviews proposed construction/equipment projects for compliance with fire code and environmental statutes and regulations, investigates fires and hazardous materials incidents for origin and cause determinations, and refers criminal activities for legal action; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Manager is distinguished from the Fire Marshal in that the incumbent is not responsible for management of the entire Fire Prevention Division. This is a civilian non-firefighting classification. Incumbents exercise independent judgment in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Fire Marshal and provides direct supervision to Senior Fire Prevention Officer and Fire Prevention Specialists and support staff.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they are not all inclusive.

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Administers safety and training programs.
- Acts as department/division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Prepares reports and recommendations for City Council and commission agenda items.
- Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required.
- Oversees and performs new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above ground storage tanks, storm water systems, hazardous materials risk management programs, and hazardous materials facilities.
- Coordinates plan check activities with City functions and outside agencies.
- Attends meetings and performs liaison role for fire/life safety, water supply issues, and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety and environmental codes, regulations and restrictions.
- Reviews proposed projects with and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel and the public.

- Interprets and explains requirements and restrictions relative to fire/life safety and environmental codes, ordinances, regulations, statutes, policies and procedures.
- Develops alternative methods to comply with requirements and restrictions.
- Oversees inspection program and inspects businesses for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes, above ground storage tank provisions, industrial waste provisions, storm water regulations, and general compliance with environmental regulations and statutes.
- Coordinates and schedules training drills between local facilities and the Fire Department.
- Conducts research and writes comprehensive technical reports.

EXAMPLES OF OTHER DUTIES

The following represent duties that are generally performed by this position, but are not considered to be principal job duties.

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Develops and reviews reports and other documents submitted by subordinates.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of:

- National, state and local laws, standards, ordinances, rules, regulations, policies and procedures;
- Uniform fire and building codes, and state and national fire codes;
- State environmental laws and regulations, local ordinances and standards;
- Fire engineering principles, and the systems and equipment used in fire detection/suppression;
- Fire prevention and inspection methods;
- Environmental inspection methods;
- Fire and life safety systems;
- General building, electrical, plumbing and construction methods and materials;
- Management and supervisory principles and practices.
- Fire cause and origin investigation practices, techniques, and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to:

- Assess situations quickly and adopt effective courses of action;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Conduct field investigations;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;

- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment;

LICENSE AND/OR CERTIFICATE

Must possess and maintain an appropriate, valid California driver's license.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Associate's degree in fire science or a related field from an accredited college and three (3) years increasingly responsible experience in fire code and environmental compliance or fire prevention and inspection

A Bachelor's degree in Fire Science/Fire Engineering or a related field is highly desirable.

SPECIAL REQUIREMENTS

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Marshal or Administrative Services Manager.
