

Council Meeting
May 16, 2006

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

Subject: Approval of the Revised Class Specification for Senior Fire Inspector

RECOMMENDATION

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

FUNDING

Not applicable.

BACKGROUND

The Senior Fire Inspector position is vacant and there is a corresponding need to conduct an examination. The Fire Chief requested a study of the class, which was last reviewed in 1983. The study indicated that the class specification required minor changes to reflect current responsibilities, an update of the duty statements and changes to the Experience and Education section.

Representatives from Management and the Torrance Fire Fighters Association (TFFA) have met and agreed on the revised class specification of Senior Fire Inspector. The proposed class specification was approved by the Civil Service Commission at their meeting of May 1, 2006 and is submitted to your Honorable Body for review and approval.

ANALYSIS

The Senior Fire Inspector is responsible for investigating fires to determine causes and origins; performing fire prevention inspections of complex occupancies and hazardous processes for applicable codes, ordinances and standards; and testing fire protection and extinguishing systems for proper design and operation.

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.

The Education and Experience required to perform the duties of the position is as follows:

Four years of experience on the Torrance Fire Department as a Firefighter or Fire Engineer. Possession of an Associate of Arts/Science degree in Fire Science or an Associate of Arts/Science degree in a related field plus 20 units of Fire Science may be substituted for one year of the required experience. Possession of a Bachelor's degree in another field plus 40 units of Fire Science may be substituted for two years of the required experience.

Special requirements of the position are as follows:

- Possession of or ability to obtain P.C. 832 Peace Officer's Standards and Training (P.O.S.T.) Arrest and Firearms Course certificate class within a year of appointment.
- Must be available to respond emergency call outs during and after normal work hours.

Respectfully submitted,

Unavailable for Signature
 TOM BREWER, Chair
 Civil Service Commission

ELAINE M. WINER
 Human Resources Director

By Melody P. Lawrence
 Melody P. Lawrence
 Human Resources Manager

CONCUR

Melody P. Lawrence for EMW
 Elaine M. Winer
 Human Resources Director

Martin Serna
 Martin Serna
 TFFA, President

NOTED:

LeRoy J. Jackson
 LeRoy J. Jackson
 City Manager

Attachments:

- A. Revised Class Specification for Senior Fire Inspector
- B. Existing Class Specification for Senior Fire Inspector

City of Torrance
Class Code: 7108
Class Designation: Civil Service

May 2006

Senior Fire Inspector

Definition

Under direction, investigates fires to determine causes and origins; performs fire prevention inspections of complex occupancies and hazardous processes for applicable codes, ordinances and standards; tests fire protection and extinguishing systems for proper design and operation; and performs other duties as assigned.

Distinguishing Characteristics

The Senior Fire Inspector performs the most complex tasks and possesses a significant level of specialized, technical and functional expertise. Distinguished from the Senior Fire Prevention Officer in that the incumbent functions as a Peace Officer. 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 direction from the Fire Marshal or Assistant Fire Marshal and may provide technical supervision which includes assigning, coordinating, training and reviewing the work of the Senior Fire Prevention Officer, Fire Prevention Officers and support staff.

Example of Essential Duties:

- *The following duties represent the principal job duties; however, they are not all inclusive.*
- Conducts fire inspections of the more complex hazardous occupancies such as oil refineries and chemical facilities
- Assists District Attorney with arson prosecution as investigator and/or expert witness.
- Conducts investigations as to the cause and origin of fires occurring in the City in compliance with City policy, coordinates with the Police Dept. to prepare evidence for prosecution.
- Conducts site inspections and checks plans and specifications of the more complex hazardous operations such as petrochemical operations and electroplating processes, fire protection and extinguishing systems and related occupancies for compliance with fire codes and standards.
- Inspects high-rise buildings, institutional occupancies such (hospitals and jails) and all buildings over 3 stories.
- Issues notices of code violations.
- Assists in training of subordinate personnel and fire company personnel on fire prevention matters.
- Attends various Commission meetings to represent the Fire Department regarding compliance with various codes.
- Compile and analyze data and information, prepares related reports and makes recommendations based on codes, standards and Fire Department policies.
- Interprets a variety of codes for the public and makes recommendations for fire protection systems.
- Assists in the evaluation of fire safety conditions and recommends changes to building and fire codes to remain current with use of new materials and methods of construction.
- May perform inspections and coordinate other issues regarding NPDES (National Pollution Discharge Elimination System).
- Maintains accurate and complete records of activities.
- Participates in the investigation of local or mutual aid emergencies.
- Participates in the planning of special events and makes recommendations to ensure compliance with applicable codes, regulations, ordinances and laws.

Examples of Other Duties

- *The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*
 - Attends division and department meetings as required.
 - Receives and responds to public inquiries and complaints regarding inspections.
 - Serves on various committees as appropriate.
 - Perform related duties as required.
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Minimum Qualification Guidelines

Knowledge of:

- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire suppression and rescue techniques.
- Laws governing arrests, evidence, and civil rights.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Safety codes related to fire prevention including but not limited to Uniform Fire Code, Uniform Building Code, State Administrative Code, National Fire Code, International Fire Code, and International Building Code.
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies.
- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.
- English grammar and methods of report writing and data analysis.

Ability to:

- Detect and determine proper corrective action for fire hazards found at various buildings and installations.
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems.
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws.
- Analyze and compile technical information on fire protection and safety code violations.
- Perform moderately complex mathematical computations quickly and accurately.
- Analyze data, recognize problems and make decisions.
- Write complete and accurate inspection reports.
- Positively influence community residents and business people toward a desired course of action.
- Quickly assess a situation, make decisions and take appropriate action under stressful and emergency conditions.
- Handle calls, questions and complaints in an appropriate manner.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Deal tactfully and effectively with peers, other City employees, other City departments, public officials, contractors, outside agencies and the public.

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- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.
- Learn and utilize new skills and information to improve job performance and efficiency.

LICENSES AND CERTIFICATIONS.

A valid California Class C Drivers' License.

Possession of or ability to obtain P.C. 832 Peace Officer's Standards and Training (P.O.S.T.) Arrest and Firearms Course certificate class within a year of appointment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Four years of experience on the Torrance Fire Department as a Firefighter and/or Fire Engineer. Possession of an Associate of Arts/Science degree in Fire Science or an Associate of Arts/Science degree in a related field plus 20 units of Fire Science may be substituted for one year of the required experience. Possession of a Bachelor's degree in another field plus 40 units of Fire Science may be substituted for two years of the required experience.

SPECIAL REQUIREMENTS:

Functions as a Peace Officer per California Penal Code 830.37

Must maintain quarterly firearms qualification.

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing investigations or 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.

Must be available to respond emergency call outs during and after normal work hours.

CITY OF TORRAIJC

CLASS CODE: 7108

February 1983

SENIOR FIRE INSPECTOR**DEFINITION**

Under general supervision, assists in investigation of fires to determine causes and origins; performs fire prevention inspections of complex occupancies and hazardous processes for compliance with applicable codes, ordinances, and standards; tests fire protection and extinguishing systems for proper design and operation; and does related work as required.

DISTINGUISHING CHARACTERISTICS

A Senior Fire Inspector is distinguished from a Fire Fighter in that an incumbent performs complex fire investigation and inspection duties. A Senior Fire Inspector is distinguished from the Fire Captain in that an incumbent does not supervise fire personnel.

EXAMPLES OF DUTIES

In capacity as Peace Officer, conducts investigations as to the cause and origin of fires occurring in the City, where required by City policy, and prepares evidence for prosecution; Assists District Attorney with arson prosecution as investigator and/or expert witness; Conducts difficult fire prevention inspections of complex occupancies such as hospitals and high rise public assemblies as specified by Department policy; Issues notices of violations of codes; conducts inspections and tests of fire extinguishing processes and systems in commercial and industrial occupancies to insure the level of fire protection is in compliance with applicable codes, ordinances, and standards; Checks plans and specifications on complex special hazard operations (such as petrochemical operations and electroplating processes, fire protection and extinguishing systems, and related occupancies under the jurisdiction of the Fire Department for compliance with fire codes and standards; Interprets a variety of codes for the public and makes recommendations for fire protection systems; Conducts inspections of hazardous occupancies such as schools, jails, hospitals, and public institutions (under the jurisdiction of the State); Assists in training of subordinate personnel; Assists and trains fire company personnel in complex code interpretations, training, and fire prevention inspections; Maintains accurate and complete records of activities; and participates in suppression of local or mutual aid emergencies.

MINIMUM QUALIFICATIONS**Knowledge of:**

Fire investigation principles and procedures;
 Fire prevention principles and procedures;
 Safety codes related to fire prevention including, but not limited to Uniform Fire Code, Uniform Building Code, State Administrative Code, and National Fire Code;
 Departmental rules, regulations, practices, and procedures;
 Fire suppression and rescue techniques;
 Laws governing arrests, evidence, and civil rights.

MINIMUM QUALIFICATIONS (Cont'd)

Ability to:

Perform as part of a team;
Follow established departmental policies and procedures;
Communicate with individuals from a variety of cultural, socioeconomic, and educational backgrounds, and those from special interest groups;
Write reports effectively;
Positively influence community residents and businesses toward a desired course of action;
maintain a positive attitude toward serving the public;
Use own judgment under adverse or changing conditions;
Perform repetitious tasks.

LICENSE REQUIRED

A valid California Class 3 Driver's license.

EXPERIENCE

Four years as sworn member of the Torrance Fire Department and prior eligibility as Fire Investigator/Inspector.

NOTE #1: Each year of service as Fire Investigator/Inspector may be substituted for an additional six months of required departmental experience. See Note #2.

EDUCATION

The possession of an AA degree in Fire Science or a related field may be substituted for one year of required departmental experience.
See Note #2.

NOTE #2: No combination of substitutions may exceed one (1) year of required departmental experience.