February 23, 2010
Council Meeting

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

SUBJECT: HR - Approve the Revised Class Specification for Fire Prevention Specialist

RECOMMENDATION
The Human Resources Director and the Civil Service Commission recommend that your Honorable Body approve the revised class specification for Fire Prevention Specialist.

EXPENDITURE: None

BACKGROUND
As part of the adoption of the budget by the City Council for fiscal year 2009 - 2010, oversight for the City's National Pollution Discharge Elimination System (NPDES) inspection program and underground tank storage compliance program was transferred. These functions were moved from the Community Development and General Service Departments to the Fire Department in order to utilize staff and equipment more efficiently.

The Fire Prevention Division provides oversight regarding environmental issues related to hazardous materials inspections and conducts annual fire prevention inspections for all businesses within the City. The Division currently tracks inspections, provides follow-up and maintains records for these actions and could incorporate the NPDES inspections into the annual inspection process. In addition, through the negotiations process with the Torrance Firefighter Association (TFFA) a Firefighter position assigned to conduct public education was converted to a non-sworn position.

At the request of the Fire Chief, staff conducted a study of the classification Fire Prevention Officer to revise the class specification to incorporate the responsibilities for the NPDES program and the public education into the existing Fire Prevention Officer class specification.

The proposed class specification was approved by the Civil Service Commission at their meeting on February 8, 2010 and is before your Honorable Body for approval.

ANALYSIS
The study revealed that the class specification could be expanded to incorporate responsibility for the NPDES program and the public education program. The NPDES inspection duties could be conducted while other required inspections are being conducted which would increase efficiency with minimal cost and time expended. In addition, public education duties previously performed by a Firefighter could be incorporated into the classification.

The title and several sections of the class specification have been modified to accurately reflect the updated the class specification.

The title was changed from Fire Prevention Officer to Fire Prevention Specialist to reflect the broader range of duties performed.

The **Special Requirements** and **Career Ladder** Sections were also added. The Special Requirements section reflects the physical requirements of the classification. The Career Ladder Information provides information about career movement for the classification.

Respectfully submitted,
CIVIL SERVICE COMMISSION

Carol L. Dean

Carol Dean, Chair

ELAINE M. WINER
Human Resources Director

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

CONCUR:

Elaine M. Winer
Human Resources Director

NOTED:

LeRoy J. Jackson
City Manager

Attachments:

A. Civil Service Commission Meeting Item 6 February 8, 2010

Commission Meeting
February 8, 2010

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

SUBJECT: Approve the Revised and Re-titled Class Specification for Fire Prevention Specialist

RECOMMENDATION
The Human Resources Director recommends that your Honorable Body approve the revised class specification for Fire Prevention Specialist and forward it to the City Council for approval.

BACKGROUND
As part of the adoption of the budget by the City Council for fiscal year 2009 - 2010, a transfer of oversight for the City's National Pollution Discharge Elimination System (NPDES) inspection program and underground tank storage compliance program. These functions were moved from the Community Development and General Service Departments to the Fire Department in order to increase efficiency and utilize staff and equipment more effectively.

The Fire Prevention Division provides oversight regarding environmental issues related to hazardous materials inspections and conducts annual fire prevention inspections for all businesses within the City. The Division currently tracks inspections, provides follow-up and maintains records for these actions and could incorporate the NPDES inspections into the annual inspection process.

In addition, through the negotiations process with the Torrance Firefighter Association (TFFA) a Firefighter position assigned to conduct public education was converted to a non-sworn position.

At the request of the Fire Chief, staff conducted a study of the classification Fire Prevention Officer to revise the class specification to incorporate the responsibilities for the NPDES program and the public education into the existing Fire Prevention Officer class specification.

The proposed class specification is submitted for your review and approval. The City has met and conferred with the Engineer Association who concurs in the recommendation before your Honorable Body.

ANALYSIS
The study revealed that the class specification could be expanded to incorporate responsibility for the NPDES program and the public education program. The NPDES inspection duties could be conducted while other required inspections are being conducted which would increase efficiency with minimal cost and time expended. In addition, public education duties previously performed by a Firefighter could be incorporated into the classification.

The title and several sections of the class specification have been modified to accurately reflect the updated the class specification.

The title was changed from Fire Prevention Officer to Fire Prevention Specialist to reflect the broader range of duties performed.

The **Supervision Exercised/Received** section was added to reflect reporting relationships for the classification.

The **Examples of Duties** section was modified to reflect the Essential Duties for all assignments. Duties performed when assigned to the specific assignment areas were added such as:

National Pollution Discharge Elimination System Inspection (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities.
- Coordinates the clean up of NPDES violations with all applicable state, county and local resources as needed.
- Maintain and update databases and record violations for follow up inspections.

Public Education

- Participates in public education and outreach projects within the community; and makes presentations to community groups
- Assists and participates in educating the public via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services.
- May also provide information to media during major or significant events.

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities.
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities.

The **Examples of Other Duties** section was added to reflect the full range of duties performed by this classification.

Several statements were added to the **Qualification Guidelines** section that reflect the Knowledge and Abilities required to perform the job duties of the position such as:

Knowledge of:

- City codes and ordinances, rules and regulations affecting Departmental operations.
- Fire sprinkler designs, plans and hydraulic calculations.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Occupational hazards and standard safety practices necessary in the area of fire inspection.
- Public relations related to obtaining cooperation and compliance with fire codes and laws.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

- National Pollution Discharge Elimination System Inspector (NPDES)
- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

Ability to:

- Inspect and determine corrective action for regulatory compliance.
- Handle calls, questions and complaints in an appropriate manner.
- Respond to complaints or inquiries from citizens, staff and outside organizations.
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals.
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.

The **Licenses and Certifications** section was modified to reflect current requirements such as:

- Possession of, or ability to obtain a California PC832 certificate

Hazardous Materials

- Possess and maintain Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.

The **Experience and Education Section** was revised to more accurately describe the required experience and certification for the position as follows:
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:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

The **Special Requirements** and **Career Ladder** Sections were also added. The Special Requirements section reflects the physical requirements of the classification. The Career Ladder Information provides information about career movement for the classification.

Respectfully submitted,

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

CONCUR:

Elaine M. Winer
Elaine M. Winer
Human Resources Director

Curt Dittman
Curt Dittman
ENGINEERS President

NOTED:

Laura Lohnes
Laura Lohnes
Civil Service Manager

Attachments:

A. Proposed Class Specification for Fire Prevention Specialist
B. Existing Class Specification for Fire Prevention Officer

City of Torrance
Class Code: 3500
Class Designation: Civil Service

January 2010
(Revised)

Fire Prevention Specialist

Definition

Under direction, conducts inspections, plan review, and testing of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties in assigned area.

Distinguishing Characteristics

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary.

Supervision Exercised/Received

Receives direction from the Assistant Fire Marshal or other higher level Fire Department staff.

Example of Essential Duties:

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

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards.
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health & Safety Code, Building Code and/or the California Penal Code.
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems.
- Checks plans and specifications on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards.
- Assists fire safety personnel with code interpretation and fire prevention inspections.
- Investigates complaints of Fire Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards.
- May issue citations or notices of violations of applicable codes.
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities.
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public.
- Maintains records and databases; prepares correspondence, reports and other public information material

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

National Pollution Discharge Elimination System Inspector (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities.
- Coordinates the clean up of NPDES violations with all applicable state, county and local resources as needed.
- Maintain and update databases and record violations for follow up inspections.

Public Education

- Participates in public education and outreach projects within the community; and makes presentations to community groups
- Assists and participates in educating the public via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services.
- May also provide information to media during major or significant events.

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities.
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities.

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.
- Serves on various committees as appropriate.
- Distributes notices, flyers, etc. as assigned.
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel.
- Participates in fire safety related special projects as needed.
- Perform related duties as required.

Qualification Guidelines

Knowledge of:

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes.
- Standard fire protection and prevention theory, techniques, and practices.
- Fire prevention principles and procedures.
- Principles of combustion.
- Basic building materials and construction practices.
- City codes and ordinances, rules and regulations affecting Departmental operations.
- Fire sprinkler designs, plans and hydraulic calculations.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- English grammar and methods of report writing and data analysis.

- General City operations.
- Principles and techniques used in the development and implementation of safety education programs.
- Occupational hazards and standard safety practices necessary in the area of fire inspection.
- Public relations related to obtaining cooperation and compliance with fire codes and laws.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

National Pollution Discharge Elimination System Inspector (NPDES)

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

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.
- Inspect and determine corrective action for regulatory compliance.
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings.
- Read, understand and interpret construction plans, specifications and maps.
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws.
- Analyze and compile technical information on fire protection and safety code violations.
- Write complete and accurate inspection reports.
- Handle calls, questions and complaints in an appropriate manner.
- Respond to complaints or inquiries from citizens, staff and outside organizations.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals.
- 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.
- Operate office equipment including computer software and hardware (currently in use by the City).
- Prepare clear, effective and accurate reports, correspondence and other written materials.
- Make sound, independent decision within established policy and procedural guidelines.

LICENSES AND CERTIFICATIONS.

Valid California Class C Drivers' License
Possession of, or ability to obtain a California PC832 certificate

Hazardous Materials

Possess and maintain Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.

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:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

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 to Senior Fire Prevention Officer (pending title change to Senior Fire Prevention Specialist) or other positions for which the employee meets the minimum requirements.

Torrance

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City of Torrance
Class Code: 3500

June, 1982

TO EXPRESS INTEREST IN THIS POSITION, CLICK HERE

Fire Prevention Officer

Definition

Under general supervision of the Assistant Fire Marshal, participates in the inspection, plan checking, and testing of hazardous processes and fire protection and extinguishing systems in specified occupancies to insure compliance with applicable codes, ordinances, and standards; assists, as required, in related areas of the fire prevention process such as code interpretation, field company training, report writing and record keeping; and other duties as assigned.

Distinguishing Characteristics

A Fire Prevention officer is distinguished from a Fire Inspector I in that an incumbent does not have Peace Officer status, does not perform fire investigations, and does not fight fires. An incumbent is not trained in the use of firearms. A Fire Prevention officer is distinguished from a Fire Fighter in that an incumbent does not fight fires.

Examples Of Duties

- Conducts inspections and tests of extinguishing systems and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards;
- issues notices of violations of applicable codes;
- interprets various codes, ordinances, and standards for the public and recommends fire protection systems which will meet appropriate requirements;
- checks plans and specifications on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction of the Fire Department for compliance with Fire Codes and standards;
- assists fire safety personnel with code interpretations and fire prevention inspections;
- assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Bureau activities.

Minimum Qualifications

Knowledge of:

- Safety codes related to fire prevention including but not limited to Uniform Fire Code, Uniform Building Code, State Administrative Code, and National Fire Code;

- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies;
- Fire fighting methods and equipment;
- Principles of combustion;
- Building materials and construction practices.

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;
- Write complete and accurate inspection reports;
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings;
- Communicate effectively and tactfully with individuals from a variety of cultural, socioeconomic, and educational backgrounds, and those from special interest groups;
- Positively influence community residents and business people toward a desired course of action;
- Maintain positive attitude toward serving the public;
- Use sound judgment under adverse or changing conditions;
- Work with representatives from other City departments;
- Perform repetitious tasks.

License Required

A valid California Motor Vehicle Class 3 Operator's license.

Experience

Two years experience requiring use of the knowledge and abilities listed above as minimum qualifications.

Education

Graduation from high school desirable. Education or training that can be directly related to the knowledge and abilities requirements may be substituted for up to one year of experience at the rate of three semester units for one month of experience. Other related training may be substituted for experience at a similar ratio.