

BAINBRIDGE ISLAND FIRE DEPARTMENT

Job Description: Fire Prevention Technician

- Official Job Title: Fire Prevention Technician
- Classification: Salaried, uniformed, overtime eligible, union represented
- Reports To: Fire Marshal
- Effective Date of Job Description: May 12, 2022
- Salary Range: Refer to current salary schedule
- Benefits: Standard medical, dental, and retirement package

Major Function and Purpose:

The Fire Prevention Technician is a non-suppression position whose primary focus is to conduct fire and life safety inspections and provide assistance to the Fire Marshal. The position plans, organizes and completes fire inspections to ensure fair and consistent interpretation and application of fire codes and fire prevention within the City of Bainbridge Island.

Reporting Relationships:

The Fire Prevention Technician reports directly to the Fire Marshal. The position may work with the duty crews to ensure timely notification of hazardous conditions and materials, dangerous construction methods, unknown and unreported alterations, and/or other firefighting safety hazards for pre-fire planning.

Job Duties:

- Inspect new and existing properties to ensure compliance with all local, state and national laws, codes, ordinances, and standards.
- Inspect and test fire protection systems and/or fire detection systems to verify that such systems are installed and maintained in accordance with appropriate local, state and national codes, ordinances, and standards.
- Identify corrective actions which must be made in order to bring properties into compliance with applicable fire and building codes and standards.
- Write detailed reports of fire code violations observed in each inspection.
- Notify local building code official of possible building code violations and any other appropriate officials of related code violations.
- Receive and investigate complaints regarding fire code violations and recommend and/or require corrective action in accordance with adopted codes and standards.
- Perform follow-up inspections to ensure that corrective actions are completed.

- Coordinate inspections with contractors, building owners, building inspectors and others that may be involved in construction, remodeling, or the opening of a new business or building.
- Identify situations that may hinder firefighting operations and safety of emergency response personnel and recommend remedies to correct the problems identified.
- Provide fire prevention and fire code information to groups, organizations, contractors, engineers and developers, sometimes in conjunction with the Community Risk Reduction Coordinator.
- Assist the Fire Marshal in plan reviews of new and existing buildings, fire life safety systems, and land development plans.
- Assist the Fire Marshal in fire hydrant flow testing, alarm and sprinkler system testing and approvals in new construction, and other duties as directed.
- Assists with fire investigations, as available.
- Assists citizens and other agency personnel with code interpretations and information.
- Keep current on changing codes and building practices through continuing education and reading of applicable journals.
- Perform other related duties as assigned.

Qualifications:

(1) Required Qualifications

- High School Diploma or equivalent.
- Must possess a Fire Inspector II certification issued by the International Code Council within one year of hire date.
- Must have knowledge of the International Fire Code, the International Building Code, NFPA standards and other related codes and standards.
- Two years of experience in the field of fire inspections.
- Experience working independently and prioritizing job tasks.
- Experience in using computer equipment and related database programs.
- Valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider.

- Must be a U.S. citizen or eligible to work in the United States.

(2) Desirable Qualifications:

- An AA degree or higher level of education in any fire service or related field such as fire science, construction management, etc.
- Experience as a career or volunteer firefighter.

(3) Personal Attributes

This position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the organization and the general public. The individual is expected to work with limited supervision, demonstrate initiative on projects, and show a willingness to learn new information, be a problem solver, and exercise good judgment. The individual must be able to:

- maintain their emotional self-control in all situations.
- accept advice and coaching from others, follow rules and regulations, and adapt to changing working conditions.
- convey a positive, professional attitude and contribute to the general well being of the Department.
- embrace the mission, vision and core values of the Department.
- continue their education and applying new ideas and techniques.

(4) Continuing Education or Certification Requirements:

- Ability to maintain required certification through continued education or testing as required.
- Must obtain IAAI Fire Investigation Technician or higher certification within 24 months of employment, or as determined by the Fire Chief.

(5) Other Requirements:

- Prior to receiving an offer of employment, a selected candidate must pass a comprehensive background check, medical, and a psychological suitability profile test.

Working Conditions and Other Information

Working conditions are typically in office or meeting environments. There are also on-site inspections of new construction projects and commercial and residential occupancies which may require the ability to negotiate uneven surfaces, climb ladders, etc. May be required to wear personal protective equipment including, but not limited to, helmet, safety glasses, hearing protection, steel-toed footwear. Desk work or computer terminal work may be for extended periods of time.

Due to the nature of fire investigation work, the employee may be exposed to potential hazards involved at fire scenes and may be required to wear enhanced protective clothing and equipment.

The FPT must have the overall stamina and ability to perform moderate physical activity. Vision must be sufficient to perform all duties. Corrective lenses may be

utilized. The FPT must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

The FPT position is supported by a contract agreement between the Fire Department and the City of Bainbridge Island. The FPT works closely with City officials and staff.

This job description does not constitute an employment agreement between the Employer and the employee and is subject to change as the needs of the Employer and requirements of the job change.