

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Prevention Specialist I	
		Division and/or Subdivision Santa Clara Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Morgan Hill, CA	
		Class Title of Position Fire Prevention Specialist I	
		Position Number 541-116-1067-501	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of an Assistant Chief, the Fire Prevention Specialist engages in fire prevention information, inspection, education, and engineering. Incumbents are assigned work within the Community Risk Reduction Program. Incumbents learn fire and life safety standards and enforcement techniques, perform technical fire prevention standards and inspection work, plan review, teach fire and life safety, and may assist the unit fire prevention officers in the Fire Prevention Program. The duties and responsibilities of the Fire Prevention Specialist I position encompass, but are not limited to, the following: <u>Fire Protection Planning & Inspections:</u> *Incumbents will conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety. *This includes examining applications and project plans for buildings relating to relevant Public Resources Codes and providing comments related to CAL FIRE requirements. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		☐ Posted to Directory	
Initials and date _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Fire Prevention Specialist I	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<u>Education, Volunteer Coordination & Public Information</u> *Assist program managers in administering and coordinating various fire prevention programs. *Act as the liaison to the Volunteers in Prevention Program (VIP) and maintain records; attend meetings, prepare correspondence and reports, and collect and evaluate VIP data. Maintain training records. Monitor assigned budgets and coordinate program funding. Plan and organize the fire prevention work of citizen volunteers; recruit volunteers; participate in team teaching. *Write news releases; provide information on fire and life safety; assist as a Public Information Officer (PIO), composing social media postings and monitoring the PIO Duty line as needed. Design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials. Develop cooperative relationships with homeowners, contractors, and landowners.		
20%	<u>Operational Support During Emergency Operations</u> *Provide support to law enforcement operations and provide operational support during emergency incidents.		
10%	<u>Vehicle, Equipment, and Prevention Material Maintenance</u> * Ensure the maintenance of assigned vehicle, equipment, and safety gear.		
5%	Other duties as required.		
	<u>Desirable Knowledge and Abilities</u> Fire prevention, safety practices, inspection methods, fire behavior, emergency operations, fire science, vehicle codes and maintenance, fire protection engineering, fire laws and building codes, construction techniques, equipment and systems, teaching and public speaking skills, inventory control, first aid, outdoor survival, media and incident management, grant sources, plus basic graphic design and display principles.		
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Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only ☐ Posted to Directory _____ Initials and Date			

Percentage of Time
 Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

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Job qualifications and/or conditions of employment: May be subject to working nights, weekends and holidays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date

