



COMMUNITY RISK REDUCTION SPECIALIST Job Specifications

DIVISION:	Fire Prevention
FLSA STATUS:	Non-Exempt (Sworn Non-Safety)
REPORTS TO:	Division Chief
SUPERVISION:	Exercises no supervision
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as the need arises.

GENERAL SUMMARY

Under the direction of the Division Chief, the Community Risk Reduction Specialist (CRRS) independently performs a wide range of Community Risk Reduction (CRR) and fire prevention duties in support of the North Central Fire Protection District (NCFPD). Responsibilities include collaborating with City departments, governmental agencies, military organizations, businesses, private entities, and volunteer groups to develop and implement comprehensive CRR programs that enhance community safety.

The CRRS analyzes data to identify community risk trends and assistance opportunities, builds partnerships with community stakeholders, and serves as a liaison between external organizations and the Fire Prevention Division. The position prepares reports, conducts research, and drafts correspondence related to CRR and fire prevention initiatives.

Duties also include conducting technical fire and life safety inspections of a variety of occupancies, many of which are classified as high-hazard facilities. These may include hospitals, correctional facilities, care facilities, large public assembly occupancies with occupant loads exceeding 300 persons, chemical processing plants, facilities utilizing special processes such as spraying or dipping operations, and high-piled storage facilities. Inspections are performed to ensure compliance with applicable District, State, and adopted fire and safety codes and regulations.

The CRRS develops and delivers public education and safety programs covering topics such as fire prevention, housekeeping practices, sprinkler systems, smoke detectors, and related life safety measures. The position also researches, analyzes, and reports on issues related to CRR and fire prevention programs while supporting District goals, policies, and operational objectives.

This position may also be assigned specialized hazardous materials inspections and other related technical inspection duties. Under general supervision of the Division Chief, the CRRS performs CRR and Fire Prevention activities, provides related support services, and performs additional duties as assigned.

CHARACTERISTICS

In addition to performing all duties and responsibilities associated with the CRRS classification, the CRRS is responsible for advising the Division Chief on matters related to fire inspections, public education activities, technical code interpretations, and hazardous processes. The CRRS also assists company officers with business inspections as needed.

The work performed by the CRRS is highly independent and requires the ability to prioritize assignments, apply sound problem-solving techniques, exercise good judgment, and maintain a high degree of tact and diplomacy in interactions with the public, businesses, and partner agencies.

Positions within this classification are responsible for conducting fire and life safety inspections, accepting and reviewing plans, providing public education and outreach, entering and analyzing data, preparing reports, organizing and coordinating Community Risk Reduction (CRR) events, and performing other related duties as assigned.

The CRRS works under minimal supervision from the Division Chief, who evaluates performance through direct observation, reports, meetings, inspection outcomes, and overall program effectiveness. The CRRS may also provide technical guidance, assistance, and direction to operations personnel, student interns, and other groups as necessary.

Employees in this classification may be required to work evenings, weekends, and holidays in support of CRR and fire prevention activities. Work schedules and assigned locations are subject to change based on operational and business needs, although employees are generally assigned to a primary work location.

CRRS personnel are required to work a standard 40-hour workweek; however, they may also be assigned to special projects, events, or duties that require work beyond traditional workdays or standard hours.

A CRRS must maintain proficiency in all essential functions of the position, including but not limited to public education, fire inspections, plan review, and pre-incident planning activities. Employees are also required to obtain and maintain all certifications required for the position.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

The CRRS is responsible for carrying out the daily functions of Community Risk Reduction (CRR) and Fire Prevention activities within the District. Duties include preparing instructional materials and training resources, prioritizing work assignments, conducting research, and analyzing inspection and community risk data to support fire prevention objectives and community resiliency efforts.

The CRRS coordinates with community partners and stakeholders to implement comprehensive approaches that enhance public safety and community preparedness. Responsibilities may include coordinating joint inspections with building inspectors and plan reviewers, utilizing Fire District and City/County resources to research businesses prior to inspections, and reviewing previous inspection reports to verify compliance with adopted fire codes and District Standard Operating Procedures (SOPs).

The position requires determining compliance with applicable fire prevention and life-safety laws, codes, and standards. The CRRS applies advanced technical and code knowledge to research and analyze hazardous materials classifications, hazardous processes, and related code requirements in order to recommend solutions to fire and life safety concerns. The CRRS takes appropriate enforcement and corrective actions to achieve compliance with fire prevention regulations and resolves issues with business owners and community members through education, guidance, and enforcement when necessary.

The CRRS develops knowledge and proficiency in fire protection systems, public education programs, and code enforcement through on-the-job training, classroom instruction, and continuing professional development. Employees in this classification may participate on District committees and special projects.

This position involves extensive public interaction and highly independent decision-making requiring strong communication skills, professionalism, diplomacy, tact, effective problem-solving abilities, and sound inspection practices. The CRRS maintains regular communication with the Division Chief and establishes effective working relationships with property owners, business representatives, coworkers, partner agencies, and the general public.

Additional responsibilities include advising property owners and managers on methods to improve life safety and eliminate fire hazards; documenting violations of laws, ordinances, and safety regulations; communicating corrective actions and compliance requirements; responding to citizen complaints and inquiries; and interpreting and explaining fire codes and regulations. The CRRS may also testify in court regarding inspections or enforcement actions when assigned.

The CRRS conducts public outreach presentations and training programs for schools, businesses, civic organizations, healthcare facilities, emergency response agencies, and other community groups. The position may also provide instruction and training to fire personnel regarding fire and building codes, commercial inspections, and fire and life safety practices. Duties include coordinating and scheduling classes, meetings, and training sessions.

The CRRS prepares a variety of written materials including community risk assessments, CRR program documents, fire inspection and incident reports, hazardous materials summaries, business correspondence, and drafts of Fire Prevention policies and procedures. The position may assist with researching grant opportunities related to Community Risk Reduction initiatives and may serve in a limited capacity as a backup Public Affairs Officer.

Employees in this classification are expected to perform additional duties and responsibilities as necessary to maintain the continuity and operational effectiveness of the Fire District within the scope of the position.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredictable and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

MINIMUM QUALIFICATIONS

Education and/or Experience:

High School Diploma or GED.

AND

Within 18 months of appointment complete all required CSFM Inspector courses. Inspector 1 task book shall be completed 2 years after final course is completed.

Certificates:

Must possess Incident Command System 100, 200, 700, 800;

Must obtain within three (3) years of hire completion for the following California State Fire Marshal CSFM Fire & Life Safety Educator 1A and CSFM Plans Examiner 1A.

Knowledge of:

- Modern fire prevention principles, procedures, techniques and equipment.

- State and federal laws, codes, regulations, and ordinances regarding community risk reduction.
- Processes to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.
- Experience in, the application and interpretation of Federal, State, and Local fire codes and standards.
- Application of codes involving life safety.
- Building codes related to fire and life safety.
- Construction methods and materials related to fire safety.
- Instructional methodology.
- Fire inspection methods and techniques.
- Hazardous materials operations and duties.
- Codes and ordinances pertaining to fire prevention.
- Fire alarm systems and fire related water delivery systems.
- Supervisory, Prevention, and evaluation practices and techniques; District operating procedures, rules, and regulations; the Districts Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.
- Geography of the DISTRICT.

Ability to:

- Work effectively with others
- Perform inspections and prepare reports
- Use Microsoft programs including word, power point, excel, and access
- Provide leadership within the department and in the community
- Communicate effectively, orally and in writing
- Effectively apply standard fire prevention techniques
- Act effectively in emergency and stressful situations.
- Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, plans, and building inspection reports.
- Analyze, interpret, and synthesize data and information.
- Prepare reports and correspondence.
- Assist Chief Officers with media and other public information requests.
- Present public information programs regarding fire prevention, fire protection, and life safety methods and techniques; maintain records of inspections.
- Work in a variety of weather conditions.
- Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular

time hours of evaluation, complete a twelve, monthly probationary evaluations and complete an assigned task book.

Desirable Qualifications:

- Possession of California State Fire Marshal OR equivalent (IFSAC/Pro-Board) certifications for Fire Inspector I/II
- CSFM OR equivalent (IFSAC/Pro-Board) certifications for Plans Examiner
- CSFM OR equivalent (IFSAC/Pro-Board) certifications Fire Instructor I
- College Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, etc.).

Conditions of Employment:

- This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
- Must be able to pass pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.
- Must be able to obtain and maintain a current, valid State of California motor vehicle operator license.
- May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.
- Must be willing to work 40-hour workweek or work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Community Risk Reduction Specialist.
- May attend remote meetings, conferences and training, requiring reimbursed travel, including overnight lodging.
- May be required to work additional hours as the need arises.
- This position requires that the individual pass a background check and DOJ live scan.
- This position requires the individual to wear a Fire District uniform.
- This position requires the individual to successfully complete an annual job performance evaluation.
- Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

SPECIAL REQUIREMENTS:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The Community Risk Reduction Specialist is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original: TVH/aaf 02/25/22
Revised: TVH/aaf 09/13/22
Revised: KC/aaf 05/13/26