



COMMUNITY RISK REDUCTION SPECIALIST Job Specifications

DIVISION:	Fire Prevention
FLSA STATUS:	Non-Exempt (Sworn Non-Safety)
REPORTS TO:	Fire Marshal
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 direction of the Fire Marshal, A Community Risk Reduction Specialist (CRRS) independently performs a multitude of community risk reduction (CRR) tasks and other duties as needed. Some responsibilities are, but not limited to are; working with City departments, other governmental jurisdictions, military, business and private entities and volunteer organizations to develop and implement CRR programs for the whole community. Analyzes data to identify potential assistance opportunities. Liaises with community partners to build relationships and connect to the fire prevention division. Prepares reports, conducts research, and writes correspondence on behalf of the North Central Fire Protection District (NCFPD) CRR and fire prevention programs; perform fire inspections of occupancies, of which a majority are considered high hazard occupancies including institutional facilities such as hospitals, jails, and care facilities; large public assemblies with occupant loads of 300 or more; chemical processing plants, and;; facilities with special processes such as spraying or dipping processes; and high-piled storage. An employee in this class performs technical inspections of buildings, facilities, event grounds, and determines conformance with adopted District, State codes and regulations. Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention and CRR programs; understanding District goals and policies. This position may be assigned to conduct specialized hazardous materials or other inspections and related work associated with these types of inspections. This class is also responsible for performing related duties as required/assigned.

Under general supervision of the Fire Marshal, performs CRR and Fire Prevention activities; provides other services; performs related duties as required.

CHARACTERISTICS

In addition to performing all of the duties and responsibilities of a CRRS, the CRRS has responsibility advising the Fire Marshal on Fire Inspection and public education status, on technical code or hazardous process matters and assists company officers with business inspections as needed. The work of the CRRS is highly independent and requires that employees prioritize their own work, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Positions in the CRRS class perform fire inspections, accept plans, conduct public education, enter and analyze data, prepare reports, organize and coordinate CRR events, and perform other duties as assigned. Minimal supervision is received from the Fire Marshal, who reviews work through observations, reports, meetings, and overall inspection results. CRRS may give technical assistance and direction to operations personnel, student interns, or any other group as necessary. Employees in this class are required to work as needed on holidays, evenings, or weekends for CRR and fire prevention related activities. Work schedules and locations are subject to change based on business needs but generally are assigned to a specific work location.

CRRS are required to work 40-hour workweeks. CRRS may also be assigned to special duties and/or assignments, which involve working outside or above traditional 40-hour workdays and/or hours.

A CRRS must maintain proficiency in the essential functions including but not limited to public education, inspections, plan review, and pre-planning duties; and will be required to possess and maintain required certifications.

ESSENTIAL DUTIES

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

The CRRS shall be involved with and carry out the following: the daily functions of CRR and Fire Prevention activities within the district; prepares other instructional materials and training as necessary; prioritizes own work assignments, conducts research, and analyzes data related to inspections and community risk; Coordinate with community partners to engage and serve individuals in a comprehensive approach to promote community resiliency. May coordinate joint inspections with building inspectors and plan reviewers; Uses Fire District and other City/County resources to conduct research about businesses prior to inspections; Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and Fire District Standard Operating Procedures (SOPs); Determines compliance with life-safety and fire prevention laws and standards; Requires higher level of code and technical knowledge to conduct research on and analyzes hazardous materials classification and code data to present options in resolving fire and life safety problems; Takes appropriate steps to ensure compliance with fire prevention and life safety regulations; Resolves issues with business owners and citizens through education, direction, and enforcement; Learns fire protection, and public

education material through on-the-job training and in classroom settings; May participate on District Committees; Work involves extensive public contact with highly independent decision-making, which requires good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness; Communicates regularly with the Fire Marshal; Establishes and maintains effective working relationships with property and business owners, coworkers, and the general public; Advises property owners and/or managers of methods to improve life safety and abate fire hazards; Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations; Responds to complaints and questions from citizens; Interprets and explains fire codes and regulations; May testify in court regarding fire inspections, as assigned; Conducts public outreach presentations and training for schools, industry, community partners, including civic organizations, health care facilities, and emergency response agencies etc., as well as classes for fire personnel on fire and building codes and commercial inspections; Instructs and demonstrates fire and life-safety practices; Coordinates scheduling classes, meetings, and training sessions; Prepares written documents, such as community risk assessments, CRR programs, fire inspection and incident reports, summaries for hazardous material operators, business correspondence, and drafts of Fire Prevention policies and procedures; Assists in researching grant opportunities related to Community Risk Reduction; Serves as a back-up public affairs officer on a limited basis; Performs such other tasks necessary to maintain the continuity of the Fire District within the scope of the employee's job (other duties as assigned).

Performs related duties as required.

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:

College Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, etc.).

AND

Must possess a minimum of one (1) year as a Fire Inspector or Firefighter. Fire Inspector experience can be gained in various ways, including acting and participation in Inspection Activities.

Certificates:

Must possess Incident Command System 100, 200, 700, 800; Possession of California State Fire Marshal Fire Inspector I OR equivalent (IFSAC/Pro-Board).

Must obtain within two (2) years of hire completion for the following California State Fire Marshal OR equivalent (IFSAC/Pro-Board) certifications: 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 II

CSFM OR equivalent (IFSAC/Pro-Board) certifications for Plans Examiner

CSFM OR equivalent (IFSAC/Pro-Board) certifications Fire Instructor I

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 live scan background.

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:

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

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.

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: 02-25-2022

FIRE CHIEF

Original TVH:aaf 02/25/22
Revised