

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 22, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Fire Prevention Inspector I/II

The above classification specification was revised at the request of the department.

NEW

2. Information Technologies Supervisor

The above classification specification was created at the request of the department.

RECOMMENDATION

The City recommends approval of these revised and new classification specifications.

**FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II**

DEFINITION

Inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire and life safety methods and practices; assist with the investigation of fires to determine cause and origin.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Inspector I: This is the entry-level class in the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector II by serving in a training capacity and learning to perform the tasks and duties assigned to positions within the series. This class is used as a training class, wherein employees may need only limited or no directly related work experience. It is expected that employees will promote to the journey level within eighteen months of appointment as a Fire Prevention Inspector I, upon completion of all training requirements and meeting the minimum qualifications of the Inspector II level.

Fire Prevention Inspector II: This is the full journey level class within the Fire Prevention Inspector series. This class is distinguished from the Fire Prevention Inspector I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior fire prevention experience.

SUPERVISION RECEIVED AND EXERCISED

Fire Prevention Inspector I

Receives immediate supervision from Fire Prevention Inspection Supervisors or other management staff. May receive technical oversight from Fire Prevention Inspector II staff.

Fire Prevention Inspector II

Receives general supervision from Fire Prevention Inspection Supervisors or other management staff.

May exercise technical oversight over Fire Prevention Inspector I staff by providing instruction in fire prevention inspection methods, techniques and procedures.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Conduct periodic fire and life safety inspections of existing commercial, industrial, multi-family residential and public assembly buildings; perform requested inspections of new construction projects; review submitted documentation, verify required permits, and inspect the location and set-up of temporary special events; inspect businesses prior to issuance of a business license; inspect and witness the testing of new fire protection and life safety systems; identify unsafe business practices or hazardous conditions related to fire protection and life safety systems; and develop corrective recommendations.
2. Inspect various properties for compliance with hazardous materials codes and regulations.
3. Enforce laws, ordinances, and regulations pertaining to the servicing of, removal of or tampering with fire protection equipment, the accumulation of combustibles, the maintenance of property, and other local and state fire laws. Cooperate as needed with other City departments and local agencies where joint enforcement is appropriate.
4. Instruct property owners and occupants regarding the removal of fire and life safety hazards; instruct the general public regarding fire safety and prevention methods; prepare and deliver public informational and educational presentations to various organizations, schools and the general public on a variety of fire safety and prevention topics.
5. Issue notices of violation and citations; assist in the prosecution of violators.
6. Assist in instructing Fire Prevention Inspector I staff in fire prevention inspection methods, techniques and procedures.
7. Assist Fire Investigators to determine the cause, origin, and spread of fires.
8. Prepare periodic and special reports on all inspections and other activities; prepare reports and maintain records using an electronic database and other common office software.
9. Respond to citizen complaints regarding local and state fire codes.
10. Attend in-service training classes as required.
11. Stay abreast of changes in local and state fire and related codes.
12. Cooperate directly with fire suppression crews to mitigate identified issues, including but not limited to obstructed or slowed fire department access, hazardous materials or property conditions, water supply problems, and fire protection system malfunctions.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

QUALIFICATIONS

Fire Prevention Inspector I

Knowledge of:

Principles and procedures of record keeping.
Common office software programs.
Techniques for communicating effectively with the public.
English usage, grammar, punctuation, spelling and sentence structure.
Basic mathematical calculations.

Ability to:

Learn and apply current City Council adopted fire and building codes and National Fire Protection Association (NFPA) standards .
Learn and enforce pertinent city and state fire and life safety codes and ordinances.
Learn and apply principles and practices of fire and life safety code enforcement.
Communicate effectively with property owners, business managers, co-workers, supervisors, and the general public.
Learn fire prevention methods and practices.
Learn department policies, rules, and regulations.
Learn department and division organization and operations.
Learn to read and interpret blueprints.
Learn to operate mobile computer and associated inspection software.
Communicate with individuals from a variety of social, cultural, economic, and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Meet Fire Prevention Inspector I qualifications within the required period.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Experience and Training Requirements

Experience:

One year of work experience in one or more of the following fields:

- Plans checking;
- Structural inspection;
- Life safety systems design, installation or inspection;
- Architecture;
- Engineering;

OR

One year work experience that required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;

OR

Successful completion of 21 semester credit hours of fire science core courses;

OR

Two years as a full-time uniformed employee of a public or private fire department;

OR

Five years as a part-time or volunteer uniformed member of a fire department.

Training:

Graduation from high school or the equivalent. Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required.

Licenses and Certificates:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

As a condition of continued employment:

Possession of National Incident Management System (NIMS) ICS 100, ICS 200, IS 700, and IS 800 certification within 12 months of the date of appointment.

Possession of International Fire Code Fire Inspector I within 18 months of the date of hire, and maintenance thereafter.

Possession of National Fire Protection Association (NFPA) 1031 Fire Inspector I certification within 18 months of the date of hire, and maintenance thereafter.

CITY OF LAS VEGAS
Fire Prevention Inspector I/II (*continued*)

Fire Prevention Inspector II

In addition to the qualifications for Fire Prevention Inspector I:

Knowledge of:

Principles, practices, and procedures of fire prevention and fire operations.

Current City Council-adopted fire and building codes and ordinances.

National Fire Protection Association (NFPA) standards.

Department policies, rules, and regulations.

Methods of testing fire protection equipment and systems.

Pertinent city and state fire and life safety codes and ordinances.

Principles and practices of fire and life safety code enforcement.

Local geography including the location of water mains and hydrants and the major fire hazards of the city.

Ability to:

Read and interpret blueprints.

Work without direct supervision.

Use initiative and independent judgment within established guidelines.

Interpret, apply, explain, and enforce applicable laws, codes, regulations, policies and procedures.

Experience and Training Requirements

Experience:

Six months of experience in fire prevention inspection.

Training:

Graduation from high school or the equivalent.

Associate's degree in fire science, fire administration, business administration, or related field is desirable, but not required.

License, Certificate, Special Requirements:

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of International Fire Code Fire Inspector II Certification by the date of application or flex promotion, and maintenance thereafter.

Possession of National Fire Protection Association (NFPA) 1031 Fire Inspector II certification or recognized equivalent by the date of application or flex promotion, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Work is performed indoors in climate-controlled office setting and outdoors in field environments to include inclement weather conditions; Work includes travel from site to site, work on construction sites, and inspections in restricted spaces.

Exposure to computer screens, noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals. Use of safety equipment, as needed.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, walking, sitting, climbing, standing, or moderate lifting for prolonged periods of time; operating motorized vehicles.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity that allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *sitting for extended periods of time; and*
- *operating assigned equipment.*

APS
REV 1/6/14
FLSA and City: nonexempt
CSB 1/22/14