

## **CITY OF ARCADIA**

### **FIRE PREVENTION AIDE (PART TIME)**

#### **DEFINITION**

Under general supervision, to perform a variety of fire prevention and inspection work including fire code enforcement; and to inspect new construction for compliance with applicable fire and life safety codes and standards.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards; advise property owners on the removal of fire hazards; enforce compliance to correct hazards.

Take appropriate measures to promote and enforce full compliance with fire prevention codes, ordinances, laws, and regulations.

Issue notices of violation.

Receive and investigate complaints regarding fire violations; recommend corrective actions.

Maintain a variety of records and files related to fire prevention and safety activities and programs.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Public relations as related to obtaining cooperation and compliance to fire codes and laws.

Principles and practices used in dealing with the public.

Safe driving principles and practices.

##### **Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

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**Ability to:**

Conduct fire inspection and code enforcement work.

Enforce regulations firmly, tactfully, and impartially.

Deal effectively with property owners, managers and the general public in difficult work situations.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Observe and record findings during inspections.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Administer first aid until relieved by proper medical personnel.

**Minimum Qualifications:**

**Experience:**

Two years of work experience interacting with the general public preferred.

**Training:**

Equivalent to an Associate's degree is highly desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

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**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call and stand-by work duty.

**Effective Date:** October, 2019