



**COMMUNITY RISK REDUCTION SPECIALIST
I/II/SENIOR**

DEFINITION

To perform a combination of community risk reduction office and field work.

DISTINGUISHING CHARACTERISTICS

Community Risk Reduction Specialist I:

This is the entry level class in the Community Risk Reduction Specialist (CRRS) series and is distinguished from the Community Risk Reduction Specialist II (CRRS II) by the limited responsibility to perform the full range of duties assigned to the CRRS II level. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Community Risk Reduction Specialist I are normally considered to be on a training status. As assigned responsibility and breadth of knowledge increase with increased experience, may reasonably expect their positions to be reassigned to the next higher class of Community Risk Reduction Specialist II.

Community Risk Reduction Specialist II:

This is the journey level class in the Community Risk Reduction Specialist series and is distinguished from the Community Risk Reduction Specialist I (CRRS I) level by the ability to perform the full range of duties assigned with only occasional instruction or assistance. Positions in this class are flexibly staffed and are normally filled by advancement from the Community Risk Reduction Specialist I level.

Senior Community Risk Reduction Specialist:

This is the advanced journey level class in the Community Risk Reduction Specialist series and is distinguished from the CRRS II level by the ability to plan and coordinate department specific projects, and a broader depth of plan review capabilities with only occasional instruction or assistance. Positions in this class are flexibly staffed and normally filled by advancement from the CRRS II level. In the absence of the Fire Marshal, may serve in Acting Fire Marshal position.

SUPERVISION

General Supervision is provided by the Fire Marshal or his/her designee. Technical or functional supervision may be provided by higher level fire personnel. Community Risk Reduction Specialists I/II/Senior may receive assignments that include indirect supervision of other less experienced personnel/temporary workers.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, but is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS (

- Inspect a range of private and public buildings for compliance utilizing pertinent life-safety, building, and fire-safety standards as mandated by Federal, State, and City Codes.
- Conduct plan review, fire flow calculations, pipe installation, hydrostatic tests, and final inspection for residential sprinkler systems.
- Implement and maintain department permit program.
- Inspect and direct the testing of fire protection and detection systems for proper operation and maintenance.
- Conduct plan review and final inspection test of fire protection and detection systems for proper operation and maintenance.
- Respond to citizen complaints and requests for information and assistance.
- Presentations to groups on fire safety, evacuation, use of portable fire extinguishers and other informational/educational subjects.
- Assist with City wide Emergency Operations Center as required during training or activation.
- Perform a wide variety of community risk reduction education, including programs to increase emergency preparedness and reduce community risk.
- Attend meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in fire prevention community risk reduction
- May be assigned specific projects or assignments such as weed abatement, community safety complaint assistance, fireworks safety, flammable liquid storage tanks and other hazardous materials, and licensed care inspections.
- Maintain or assist in record maintenance of incidents, inspections and other reports.
- Coordinate communication during emergency and non-emergency events.
- Prepare or assist in preparation of reports as necessary. Assist in fire investigations.
- Regular, predictable, consistent and timely attendance is an essential function of the position, the Employee must be present to work to complete assigned tasks.

In addition, the Senior Community Risk Reduction Specialist Duties Include:

- Perform plan reviews related to fire and life safety code compliance; approve or disapprove plans; work with developers, architects, and contractors to correct plans and resolve problems; review construction and business emergency plans for compliance with hazardous materials disclosure.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare practical reports on operations and activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for fire inspection activities; implement policies and procedures.
- Provide technical assistance to fire companies and perform fire engineering assignments; perform fire investigations to determine cause and origin, collecting and preserving evidence, and coordinating with authorities in detection, apprehension and prosecution of arsonists.
- Interpret and apply various local, State, and Federal fire and life safety codes for the public and make recommendations as needed; review, evaluate, and process business emergency plans and interpret policies, procedures, and documents relating to such plan requirements.

QUALIFICATIONS

Community Risk Reduction Specialist I

Knowledge of:

- English grammar and report writing techniques.
- Mathematics sufficient to compute fire prevention statistics.
- Computer data entry skills.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn the operating procedures and details of the fire prevention function of the City's Fire Department.

EXPERIENCE AND TRAINING:

- Office of State Fire Marshal (OSFM) Training in areas of inspection, community risk reduction, investigation are highly desirable. Any combination of experience and training that would likely provide the required knowledge and abilities.

License or Certificate:

- Possession of, or ability to obtain, a valid California Driver's License.
- Ability to obtain CPR certification within 90 days of employment.
- Ability to obtain IS 100 and 700 ICS/NIMS certificates within one year of employment.

Community Risk Reduction Specialist II

Knowledge of:

- Basic fire science and fire terminology
- Codes pertaining to fire safety, life safety and building construction.
- Hazardous materials, use and storage

Ability to:

- Understand, interpret and enforce fire and life safety codes and regulations.
- Assist in fire investigations.
- Maintain records and prepare reports.
- Respond effectively, orally and in writing, to citizens' inquiries and complaints.
- Establish and maintain cooperative working relationships with fire department personnel and others encountered in the course of work.

EXPERIENCE AND TRAINING:

- Two years of fire prevention experience in a governmental fire agency.
- Certification as a Fire Inspector I, or equivalent through the State Fire Marshal's office or the completion of 15 units or a comparable number of hours in Fire Science related courses with emphasis in Fire Prevention, Fire Protection and Fire Investigation.

License or Certificate:

- Possession of, or ability to obtain, a valid California Driver's License.
- Ability to obtain CPR certification within 90 days of employment.
- Ability to obtain IS 100 and 700 ICS/NIMS certificates within one year of employment.

Senior Community Risk Reduction Specialist

Knowledge of:

- Principles and practices of fire inspection and investigation as related to fire prevention and suppression, plan review, and related code enforcement.
- Equipment, tools and materials used in installing, maintaining, testing and inspecting fire alarm and fire protection systems.
- Fire investigation practices and techniques, pertinent laws, codes ordinances.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Hazardous materials, use and storage.
- Community risk reduction programs, practices, principles.
- All related codes, ordinances, and laws related to community risk reduction.

Ability to:

- Develop and maintain relationships and communicate effectively.
- Conducts research, analyzes statistical data, performs other special projects, and coordinates departmental programs.
- Manage multiple projects and programs in a fast paced environment; work in a progressive and team oriented environment.
- Research fire prevention and community risk reduction issues, evaluating alternatives, making sound recommendations.
- Provide excellent service to the community; promote a positive and professional image of the Department at all times.
- Effectively represents the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Communicate effectively with others both orally and in written form using both technical and non-technical language.
- Lead, coordinate, and/or conduct fire investigations and submit required reports while adhering to related laws and coordinating with law enforcement.
- Appear and/or testify in court as required.
- Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.
- Promote the mission, values, and standards of the department with insight towards providing high quality customer services.

EXPERIENCE AND TRAINING:

- Three years of fire prevention experience in a governmental fire agency, working in fire prevention, code enforcement, or with a building/planning department.
- Possession of Fire Inspector I and/or Community Risk Officer certification(s) issued by the California Office of the State Fire Marshal or equivalent.

- Completion of Fire Inspector 1A, 1B, 1C, 1D, 2A, 2B, 2C, 2D, or OSFM equivalent.

Licenses or Certifications:

Possession of, or ability to obtain, a valid California Driver's License.

- Ability to obtain CPR certification within 90 days of employment.
- Ability to obtain IS 100, 200, 700, and 800 ICS/NIMS certificates within 6 months of employment.
- Possession of OSFM Fire Investigation 1A and 2B or equivalent certifications.
- Possession of Police Officer Standards and Training (POST) PC 832 certification within one year of attaining position.

Preferred Qualifications:

- Associates degree or higher from an accredited college or university with coursework in fire science, fire engineering/prevention, community risk, public health, education or public engineering.
- ICC Inspector I and II Certification
- ICC Plans Examiner Certification
- Youth Firesetter Intervention Specialist Certification
- OSFM Community Risk Educator
- OSFM Community Risk Specialist
- OSFM Community Risk Officer
- OSFM Fire Inspector II
- OSFM Plans Examiner

ADA COMPLIANCE

These positions are Office and Field positions. When in the field, the incumbent is required to be more physically active than in the Office.

Physical Ability:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in an office setting.

Heavy Work:

Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Sensory Requirements:

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors:

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers. when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards.

Council approval: November 19, 2019