

### **FIRE PREVENTION SPECIALIST**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in planning, coordinating and overseeing fire prevention and inspection programs of the Navajo Nation Fire and Rescue Services Department; enforces fire codes, laws and regulations relating to fire protection, prevention and safety; provides training and technical guidance to fire operations and technical staff; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Inspects buildings/properties including those that store, handle and use hazardous materials to ensure compliance with state and local fire codes, ordinance and requirements; inspects and tests fire protection and/or fire detection systems to ensure that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards; investigates causes of fire and accidents; interviews witnesses/suspects; collects evidence; maintains fire investigations and inspections records; identifies corrective actions which must be made in order to bring properties into compliance with applicable fire codes, laws, regulations and standards; writes detailed reports of fire code violations observed in inspection; conducts fire code compliance follow-ups to ensure corrective action has been taken; makes field determinations of compliance with fire codes, law, ordinances, regulations and standards.

Develops and presents public education programs on fire prevention and fire code information; prepares informational and educational materials; assists citizens and other personnel with code interpretation and information; interviews persons with complaints and assists in the resolution of citizen complaints regarding fire code violations; documents efforts to bring property owners into compliance with fire codes; investigates complaints relating to fire hazards and fire code violations; provides court testimony to arson fire investigations and/or regarding fire code violations; identifies situations that may hinder firefighting operations and the safety of emergency response personnel and recommends remedies to correct the problems identified; assists in the development of, or reviews fire exit plans; conducts fire drills to monitor and evaluate evacuation procedures.

Provides technical assistance to fire operations and Fire Captains; recommends changes to fire prevention, inspection and fire code endorsement procedures; attends meetings, training sessions, seminars and related educations programs to maintain skills and knowledge of current technology in fire and fire safety; takes lead role at fire incidents where the scene has been determined an arson fire to ensure a complete fire investigation is done; works closely with Navajo Occupational Safety and Health Administration (NOSHA), Risk Management and Environmental Protection Administration (EPA) to conduct fire inspections and investigations; prepares required reports.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of state and local codes including Uniform Fire Codes and Uniform Building Codes.

Knowledge of fire protection devises and systems.

Knowledge of the principles and practices of modern fire inspection, fire prevention and investigation techniques.

Knowledge of safe practices for storage and handling of chemicals.

Knowledge of causes and characteristics of fires, fire hazards and corrective measures.

Knowledge of incendiary methods and materials and building construction methods and materials.

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Knowledge of the principles and practices of emergency medical care, maintenance and preparation of emergency care equipment and supplies.

Knowledge of Occupational Safety and Health Act (OSHA) and U.S. Environmental Protection Agency (EPA) regulations and their applications to emergency procedures, storing, handling and transporting of hazardous materials.

Knowledge of basic teaching practices including development of lesson plans.

Knowledge of the Navajo culture and language.

Skill in reading, interpreting and applying laws, ordinances, building plans and other related technical documents.

Skill in analyzing information and developing supported conclusions.

Skill in developing and maintaining effective working relationships.

Skill in exercising good judgement in evaluating situations and making decisions.

Ability to recognize fire and structural hazards in special processes or facilities, including industrial, commercial and residential buildings and occupancies.

Ability to interpret and effectively apply all related codes, ordinances and laws to fire hazard situations.

Ability to apply technical knowledge, follow proper inspection techniques and detect deviation from plans, regulations and standard safety practices.

Ability to train and instruct fire personnel in modern fire prevention methods, techniques and theories.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves maintenance of physical capabilities to be able to perform the functions of the job without excessive physical strain.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and five (5) years of experience as a fire officer or closely related fire service work conducting fire inspection, fire prevention awareness and related fire safety code enforcement in a governmental fire department, fire prevention bureau or related fire service entity.

**SPECIAL REQUIREMENTS:** Must possess a Fire Fighter I and II Certificate and a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and an EMT-B Certificate or First Responder. Where applicable, incumbent is expected to gain advance certification to receive Level II and III certification in areas of Fire Officer, Fire Investigator and Fire Inspector certification by State Fire Marshall and 40 hours Operational Level Certificate on Hazardous Material within the first year of employment.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.