

CHIEF FIRE PREVENTION OFFICER**SUMMARY:**

Under general direction, interprets and enforces the fire codes for commercial properties within the city; investigates fires for cause and assists in the prosecution of arsonists; develops and monitors the fire prevention division budget; and manages public education activities and programs; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Interprets the fire prevention code in assigned jurisdiction for architects, engineers, builders and developers.
2. Directs the daily operation of the division and makes special assignments to inspectors and staff.
3. Develops, analyzes and oversees the fire prevention budget.
4. Supervises and directs the work of fire inspectors.
5. Maintains reports and record files.
6. Responds to all major fires and coordinates the functions of the Bureau at these incidents; plans and supervises fire investigations.
7. Visits construction sites for large-scale commercial and high-rise developments to ensure compliance with fire regulations.
8. Serves as an advisor the Building Board of Adjustments, the fire department and the city in matters of fire safety, codes and ordinances and special events.
9. Manages and supervise the public education programs.
10. Attends conferences and meetings to keep abreast of current trends in the field. Represents the City's Fire Rescue Department in a variety of local, county, state and other meetings.
11. Prepares code changes, for Commission approval, as they relate to City fire code and fee structure.
12. Completes performance evaluations on assigned subordinates.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of supervisory principles and practices.
- Thorough knowledge of city, state and national fire codes, including the State Fire Prevention Code.
- Knowledge of standard building codes.
- Knowledge of the construction industry.
- Knowledge of collective bargaining agreements
- Knowledge of emergency management and the City Comprehensive Emergency Management Plan.
- Skill in reading blueprints and specifications.
- Skill in analyzing situations and drawing conclusions.
- Ability to communicate effectively with the general public.
- Ability to recognize fire hazards and ensuring necessary modifications.
- Ability to apply Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to apply Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work generally involves work in an office setting and occasionally moderate work in an outdoor setting. This position is exposed to hazardous conditions on a frequent basis. There is frequent need to stand, stoop, walk, sit and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Currently employed as a WPBFR firefighter with twelve (12) years of service, two (2) years assignment in the Fire Prevention Division; and one (1) year as a WPBFR Department Captain level or above. Bachelor's degree from an accredited college with a major in Fire Science, Emergency Services, or any equivalent combination of training and experience. State of Florida Firefighter, EMT or Paramedic Certification and Fire Safety Inspector I and II Certification are required. Employee must not have been suspended for disciplinary reasons, within the last two (2) years. A valid Florida driver's license is required, and must have completed an approved emergency vehicle operator's course (EVOC). Must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's license suspended under the point system provided for in Chapter 322, Florida Statutes.