

FIRE PREVENTION LIEUTENANT

SUMMARY:

Under limited supervision, inspects properties to enforce fire prevention codes; investigates fires to determine cause and origin; educates the public in fire safety and fire prevention code requirements and consults with construction professionals regarding design criteria for fire code compliance; may perform other 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. Inspects businesses for compliance with fire codes.
2. Prepares correspondence citing violations of fire codes.
3. Consults with public and with businesses regarding fire code requirements.
4. Investigates causes and origin of fires and prepares arson cases for prosecution.
5. Performs follow-up work on fire code citations including re-inspection and filing cases with City prosecutor.
6. Inspects fire alarms, sprinkler systems, and other fire safety equipment in new and existing buildings.
7. Educates the public on fire safety.
8. Processes and investigates complaints from the public.
9. Attends job related training courses/seminars to maintain certification and/or enhance job performance.
10. Reviews and applies fire codes to blue prints.
11. Performs fire-fighting activities as needed.
12. Based on certification and as needed, administers appropriate emergency medical care in accordance with the medical protocols adopted by the West Palm Beach Fire Rescue Department.
13. May assume the duties and responsibilities of the Fire Prevention Captain as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legalities of arson and civil law.
- Knowledge of city, state, and national fire codes, including the State Fire Prevention Code.
- Knowledge of the collective bargaining agreement.
- Knowledge of fire investigation techniques and procedures.
- Skills in oral and written communications.
- Skills in public relations.
- Ability to operate office, photography and fire fighting equipment.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to accept lines of authority, promote harmony, and cooperate with other officers and workers.
- 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: While performing the duties of this job, the employee regularly works in outside weather conditions including temperature extremes, during day and night shifts. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts, and other hazards. The employee is frequently required to stand, sit, walk, talk, hear, use repetitive motions of the wrists, hands and/or fingers, handle or operate objects, tools or controls, reach with hands and arms and perform similar actions during the course of the day. The employee must frequently lift and/or move moderate to heavy objects up to 50 pounds. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Three (3) years of continuous service as a Fire Inspector or six (6) years of continuous service in Operations or any combination equivalent to a total of six (6) years of service. Thirty (30) college credit hours. Florida Firesafety Inspector I Certification, required.

Driver License Requirement: A valid Florida driver's license, required. Must not have been convicted within the last three (3) years of reckless driving or driving under the influence of alcohol or controlled substances. A candidate must not have had his/her driver's license suspended under the point system provided for in Chapter 322, Florida Statutes within the last three (3) years.