

**CLASS TITLE: CHIEF OF FIRE SAFETY INSPECTIONS**

**Class Code: 02258500**

**Pay Grade: 27A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for and to coordinate all phases of an inspection program designed to ensure conformance to fire safety standards established in the state fire safety code, the federal life safety code and in related codes, laws, regulations and policies in the area of health care facilities and public and private buildings other than single, two or three family dwellings; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed for results attained and for conformance to codes, laws, regulations and policies.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, supervises and reviews the work of a staff involved in conducting fire safety inspections and surveys.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for and to coordinate all phases of an inspection program designed to ensure conformance to fire safety standards established in the state fire safety code and in related codes, laws, regulations and policies, in the area of health care facilities and public and private buildings other than single, two or three family dwellings.

To be responsible for assigning subordinates to conduct inspections and for insuring that these inspections are properly conducted and reported.

To be responsible for the interpretation of the various standards established by law or by regulation regarding the conformity of health care facilities and private or public buildings to fire safety.

To review all safety programs submitted in lieu of established standards and to recommend approval or disapproval of these substitute programs.

To be responsible for certifying to state and federal agencies whether or not health care facilities and buildings covered by established standards conform to those standards.

As required, to conduct inspections of a most difficult or complex nature;

As required, to testify at hearings and in court as to the conformity of safety plans of health care facilities and buildings to the established fire safety standards.

To be responsible for the investigation of complaints regarding violations of the established fire safety standards.

To participate in the unit's public information program by speaking before groups and assisting individuals with questions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques and principles of the inspection of health care facilities and buildings in order to determine if they comply to fire safety standards and the ability to supervise and direct a staff engaged in such inspections; a thorough knowledge of, and the ability to interpret, fire safety standards established in the state fire safety code, the federal life safety code and in related codes, laws, regulations and policies in the area of health care facilities and public and private buildings other than single, two or three family dwellings; the ability to prepare written reports; the ability to establish and maintain effective working relationships with the public and with state, federal and local government officials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a supervisory position engaged in the inspection of health care facilities and/or public and private buildings other than single, two or three family dwellings to ensure compliance to fire safety standards.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 13, 1983

Editorial Review: 3/15/03