

**CLASS TITLE: FIRE SAFETY TECHNICIAN  
(CORRECTIONS)**

**Class Code: 02185300  
Pay Grade: 18A  
EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for fire protective and preventive services in secured and unsecured areas of a correctional institution by inspecting for fire hazards, checking the condition of fire detection and detention equipment and appliances, recommending changes and improvements, and instructing personnel in fire preventive procedures and the proper responses to emergency situations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction with latitude allowed to establish and carry out fire protective and preventive policies and procedures.

**SUPERVISION EXERCISED:** To have immediate charge of employees and inmates assigned to assist in carrying out the work of a fire protective and preventive program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for fire protective and preventive services in secured and unsecured areas of a correctional institution by inspecting for fire hazards, checking the condition of fire detection and detention equipment and appliances, recommending changes and improvements, and instructing personnel in fire preventive measures and the proper responses to emergency situations.

To inspect extinguishers, sprinklers, hoses, smoke and heat detectors, and other fire protective equipment to assure their proper functioning.

To inspect heating units, exit lights, doors, fire escapes, window grilles, manholes and pipelines for possible fire and safety hazards.

To inspect all structural aspects of buildings for possible fire hazards.

To make investigations of reported fire hazards.

To instruct staff and inmates workers on the proper storing and handling of combustibles.

To instruct personnel in the care and use of fire detection and detention equipment, the method of turning on alarms, emergency fire procedures, and the evacuation of inmates.

To prepare reports of inspections, making recommendations for enforcement of safety standards and elimination of fire hazards.

To prepare or procure reports of all fires in health facilities including a review of the damage and probable cause together with recommendations for prevention of the recurrence of such fires.

To make follow-up investigations of such incidents to ensure that recommendations have been complied with.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of fire safety regulations and the ability to detect hazardous conditions in buildings, particularly those where drugs, chemicals, fuels, and other combustible materials are stored; a thorough knowledge of the methods and techniques applied to fire protection and prevention; a thorough knowledge of state fire laws; a working knowledge of fire-fighting techniques and the ability to instruct in the application of these techniques; the ability to keep records; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: full-time employment in a responsible position in fire-fighting and/or fire preventive work in a city or town fire department, in a military establishment, or in private industry.

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

Class Created: November 27, 1994

Editorial Review: 3/15/03