

## **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Fire Prevention Specialist  
**SECTION:** Support Services  
**DIVISION:** Fire Prevention  
**DATE:** March 2026

### **BASIC FUNCTION OF POSITION:**

As assigned by the Fire Marshal or Deputy Fire Marshal the Fire Prevention Specialists are responsible for a major portion of the fire prevention, fire inspection, and community risk reduction activities of UFA's Fire Prevention Division. Individuals in this position may be assigned to UFA members and leadership in those communities, and/or community risk reduction projects. The Fire Prevention Specialist acts as the final authority on construction and technical fire code-related issues to assure the safety of their community.

The Fire Prevention Specialist directs nearly all fire prevention activities for a municipal jurisdiction(s) and integrates the jurisdiction's goals into the day-to-day operation of UFA. The Fire Prevention Specialist may also be assigned to assist with specialty inspection programs, like the Hazardous Materials Permit Program, Multi-family Residential Inspection Program, and/or Wildland-Urban Interface Development Program. In addition, the Fire Prevention Specialist is responsible for examining building plans, fire protection system plans, community development plans, and related specifications for compliance with applicable fire codes and laws. Finally, the Fire Prevention Specialist issues final approval and appropriate written correspondence for projects and assignments within their purview.

The Fire Prevention Specialist will be eligible for a Career Ladder to Specialist III when all requirements are met as outlined in the "Minimum Requirements for Specialist III" section outlined in the job description.

### **SUPERVISION RECEIVED:**

Works under the direction of the Fire Marshal and either of the Deputy Fire Marshals. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with policies, procedures, and formal fire prevention protocols. Expected to function independently by using initiative to plan and carry out assignments, self-schedule multiple inspections, maintain orderly records, and return completed review documents to requesting agencies in a timely manner.

### **SUPERVISION EXERCISED:**

None

### **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary.

- Inspects public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire & life safety codes and ordinances.
- Issues approvals and operational permits for permitted uses, events, and certificates-of-occupancy after completing thorough site and facility inspections.
- Inspects and conducts acceptance testing of fire suppression and alarm systems that have been reviewed & approved by the Division's plans examiners.
- Conducts inspections relating to fire hazard complaints and underground storage tanks for compliance with appropriate regulations.
- Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documents, creates forms and checklists addressing key inspection issues, makes presentations, and provides other support for assigned jurisdiction(s).
- Issues Notices-of-Violation for fire code violations and provides court testimony regarding fire code violations.
- Identifies areas particularly vulnerable to diminished life safety through in-depth proposal review and professional observation.
- Under the direction of the Fire Marshal, responds to emergency situations or training exercises to provide the necessary coordination of emergency management and fire prevention needs, using established emergency protocols and policies.
- Acts as the Fire Prevention Division's Duty Officer on a frequent 24-hour rotation schedule established by the Division Supervisor.
- Interprets client-agency development-related ordinances and procedures associated with the review of high hazard development applications and responds to inquiries from the general public.
- Represents UFA in Development Review meetings, meetings with architects, engineers, developers and other city officials, contact with business owners, and the public at large.
- Develops, coordinates, and delivers training for UFA employees and other agencies' personnel.
- Attends various training seminars or classes to obtain and maintain necessary certifications.
- Assists in preparing variances, equivalencies, and appeals before the UFA's Appeals Board and the State Fire Prevention Board.
- Serves as a highly visible representative of UFA (and the fire service in general) to the community-at-large through participation in various community organizations and events relating to fire prevention.
- Conducts routine to moderately difficult inspections and investigations of facilities storing or using hazardous materials to ensure compliance with hazardous material codes, ordinances, and regulations.

- May act as an EOC Liaison Officer to local EOC's that may be activated for local incidents or planned events. This may also be on an "on-call" basis or as needed, with little or no notice dictated by the incident.
- A sworn firefighter in this position will have additional responsibilities related to emergency incident information, potentially in a hazardous atmosphere.
- Analyzes, prioritizes, plans, implements, and tracks CRR with the Fire Marshal and communities.
- Performs other duties of a similar nature or level.

### **TYPICAL DECISIONS:**

Incumbents typically prioritize assigned programs or projects, relying on demonstrated experience with interpretation and in-depth knowledge of state-adopted fire, building, electrical, mechanical, life safety, and related NFPA codes. As a city Fire Prevention Specialist, the incumbent is expected to harmonize specific city ordinances and policies with the general UFA procedures used in all client contract agencies. Fire Prevention Specialists recommend approval, conditional approval, and disapproval of commercial & residential development plans, business licenses, conditional use permits, building permits, and certificates of occupancy. Approvals issued by the Fire Prevention Specialists are typically required before a municipality issues final approval for a project, building, or event. May be assigned Community Risk Reduction Processes and work with Municipalities, UFA Divisions, and private organizations to implement risk reduction strategies.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Objectives, principles, and practices typically associated with a major fire prevention organization (including fire & life safety codes, fire protection systems, and building construction systems & components)
- Project management techniques
- Applicable federal, state, and local codes, laws, rules, and regulations
- Applicable UFA and Division Policies & Procedures

Skill in:

- Using computers and applicable software applications
- Managing large, complex, or multi-jurisdictional projects
- Analyzing issues and information to problem solve
- Establishing and maintaining effective working relationships with UFA Employees and personnel from other organizations and the general public
- Communicating effectively through oral presentations, written reports, and in-person discussions
- Explaining and defending fire & life safety codes and UFA policies and procedures to attorneys, contractors, developers, engineers, architects, consultants, building inspectors, plan examiners, community planners, police & elected officials, the news media, and citizen action groups.

- Learning and consistently interpreting complex regulations and solid personal organization and work-load management skills.
- Developing trust and positive relationships with those they work with regularly in their assigned city/township is essential.

Ability to:

- Collect, organize, and analyze information; and convert it into a clear and concise report or correspondence.
- Determine if structures and related systems comply with jurisdiction, UFA, county, state, and federal fire codes and ordinances.
- Read, interpret, and evaluate commercial & residential site plans, building plans, and blueprints.
- Coordinate (through an established chain of command) all UFA services, programs, and activities relating to fire prevention in a specific jurisdiction(s).
- Use judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems.
- Maintain a calm and professional demeanor in stressful or confrontational situations without becoming unreasonably flustered or distracted while employing sound judgment skills.
- Analyze situations quickly and objectively and make decisions under extreme pressure, and occasionally in emergency conditions
- Perform effectively as a team member; meet expected deadlines, and attain measurable results with little direct supervision
- Drive a UFA vehicle to various work locations or respond to emergency incidents
- Communicate and adapt leadership styles to differing personalities is paramount.
- Be tactful and professional at all times when dealing with difficult or sensitive situations
- Collaborate with Fire Prevention Team members and develop teamwork and a positive work atmosphere

**MINIMUM REQUIREMENTS FOR SWORN FIRE PREVENTION**

**SPECIALIST I:**

- Valid Driver License and valid EMT, AEMT, or Paramedic licensure
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter
- Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position

**MINIMUM REQUIREMENTS FOR SWORN FIRE PREVENTION**

**SPECIALIST II:**

- Successful completion of five (5) years of full-time employment in a sworn UFA Firefighter position and a minimum of three (3) years as a UFA Specialist (any Specialty or combination of Specialists)
- NIMS IS 703 (most recent version).
- UFRA NFPA Fire Instructor I certification, or accepted equivalent
- Either UFRA NFPA Fire Inspector I or UFRA Company Officer Inspector, or accepted equivalents of the same
- International Code Council (ICC) Fire Inspector I certification\*

**\*Note:** If a Specialist II enters the Fire Prevention Division, they must obtain ICC Fire Inspector I within one year

### **MINIMUM REQUIREMENTS FOR SWORN FIRE PREVENTION SPECIALIST III:**

- Must maintain all requirements for Fire Prevention Specialist I/II
- One year as a Fire Prevention Specialist II
- ICC Fire Inspector II

If filled by an internal sworn applicant, that individual will have the opportunity to fill constant-staffing shifts in Operations as well as be required to fill mandatory staffing shifts in accordance with UFA policy.

### **WORKING ENVIRONMENT**

Work is performed in a general office environment, Monday through Friday, during routine office hours. However, after-hours and weekend work is possible and necessary when attending training courses, City Council meetings, or conducting public education presentations. Work may also include responding to emergencies to assist with administrative duties, and emergency work may be strenuous.

### **IMPORTANT INFORMATION REGARDING THIS POSITION:**

To perform the job successfully, an individual must be able to perform the essential job functions satisfactorily. Expect an initial high learning curve and spend time reading, studying, and understanding the International Fire Code. Training and support will be provided through this process. This position involves periods of prolonged sitting and the use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, files, and records. This position requires frequent driving and the ability to walk over rough, uneven, or rocky/muddy surfaces and bend, crouch, stoop, stretch and reach while performing inspections. Occasional lifting or moving of moderately heavy items is also required. Individuals will frequently be subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke,

fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock and vibration.

Classified as FLSA Non-exempt and eligible for overtime

Position is considered a Category A under the Staff Vehicle Assignment and Use Policy

Position is considered a Category A under the Use of Mobile Phones Policy

Uniform Allowance per policy