

RESOLUTION NO. 2015-175

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING ELIMINATION OF THE PART-TIME TECHNICAL ADVISOR AND THE CREATION OF A PERMANENT PART-TIME FIRE INSPECTOR; AND ASSOCIATED JOB DESCRIPTION AND SALARY RANGE IN THE ROHNERT PARK EMPLOYEE ASSOCIATION

WHEREAS, staff has conducted an assessment of current staffing needs, options and costs associated with providing fire inspection services to the City and determined that the position requires staffing on a permanent basis to continue to seamlessly meet increased demands for fire inspections, and

WHEREAS, staff recommends eliminating the temporary Part-Time Technical Advisor – Fire Division position and creating a Part-Time Fire Inspector to allow for the filling of this position on a permanent basis, and

WHEREAS, staff recommends the Part-Time Fire Inspector position be placed in the Rohnert Park Employee Association (RPEA) unit, based on the nature of the duties of this position, and

WHEREAS, staff recommends a salary in RPEA range 81 of \$28.25 - \$34.34 per hour and that the Part-Time Fire Inspector position be placed in this range, and

WHEREAS, staff recommends approval of the creation of the Part-Time Fire Inspector position job description, and

WHEREAS, the City Manager recommends the reclassification of the incumbent employee from Part-Time Technical Services Advisor to Part-Time Fire Inspector.

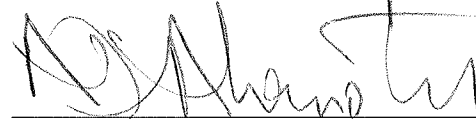
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the Part-Time Technical Services Advisor position and the creation of a permanent Part-Time Fire Inspector, associated job description and salary range, which is attached hereto as Exhibit “A” and incorporated by this reference.

BE IT FURTHER RESOLVED that the position allocated in the FY 2015-16 Budget is changed from Part-Time Technical Services Advisor to permanent Part-Time Fire Inspector.

BE IT FURTHER RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize the City Manager to reclassify the incumbent employee.


DULY AND REGULARLY ADOPTED this 10th day of November, 2015.

CITY OF ROHNERT PARK



Amy Ahanotu, Mayor

ATTEST:



JoAnne M. Buerger, City Clerk

Attachment: Exhibit "A"

CALLINAN: Aye MACKENZIE: Absent STAFFORD: Aye BELFORTE: Aye AHANOTU: Aye
AYES: (4) NOS: (0) ABSENT: (1) ABSTAIN: (0)

EXHIBIT "A"

City of Rohnert Park

PART-TIME FIRE INSPECTOR (RPEA RANGE 81 - \$28.25 - \$34.34 Hourly)

DEFINITION

Checks plans, performs fire inspections; participates in public fire prevention activities; enforces fire codes, laws and regulations relating to fire protection, prevention, and safety; performs other work as required.

DISTINGUISHING CHARACTERISTICS

The **Fire Inspector** is a civilian position working under the direction of the Fire Marshal in the Department of Public Safety. The **Fire Inspector** is responsible for plan reviews with specifications of buildings, fire protection equipment, and industrial processes, conducts on-site inspections of structures and conducts annual and new business fire inspections to ensure compliance with the requirements of federal, state, and municipal fire protection codes and ordinances.

SUPERVISION RECEIVED/EXERCISED

General direction and supervision provided by the Public Safety Fire Marshal or the Fire Division Commander.

ESSENTIAL FUNCTIONS

(These duties are a representative sample; position assignments may vary)

- Interprets and enforces provisions of fire prevention, hazardous materials and fire safety laws, ordinances and other regulations
- Performs technical fire safety inspections of industrial, commercial and residential properties, schools, institutions and places of assembly to determine compliance with state and local, fire and building codes
- Conducts licensing inspections
- Inspects facilities for hazardous processes, public assemblies and related activities, and recommends corrective action
- Analyzes various approaches and recommends solutions
- Prepares and maintains records and reports
- Conducts reinspections to determine progress toward compliance with codes and policies
- Investigates complaints pertaining to fire prevention laws and gives correction orders as necessary
- Checks building plans to ensure code compliance and proper installation of sprinkler systems, alarm systems and other fire prevention devices and equipment
- Tests fire sprinkler systems in commercial dwellings and residences

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PART-TIME FIRE INSPECTOR
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- Issues permits and conducts field inspections for public assemblies
- Assists in the execution of the City of Rohnert Park weed abatement program
- Performs fire hydrant flow tests
- Communicates effectively orally and in writing
- Works cooperatively with City staff and the community.

OTHER DUTIES

- Assists the department with community service functions
- Communicates with county and state prevention officials
- Conducts education programs pertaining to fire prevention
- Works with schools, service clubs and other community groups
- Operates a Department vehicle
- Responds to questions from the general public, gives information on Department policies and procedures
- Displays a positive image in dealing with the public and outside agencies
- Attends meetings and conferences
- Performs other related work as assigned.

CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Experience/Education

Sufficient experience and education to successfully perform the duties of the **Fire Inspector**. A typical way of obtaining the required qualifications is to:

- Possess the equivalent of an Associate of Arts Degree in Fire Prevention Studies or a closely related field from an accredited college or university; and
- Sufficient fire prevention and plan review experience

License/Certificate

This classification requires the use of a City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicle safely and must possess a valid California Class C driver's license by date of appointment.

A certificate of completion issued by the California State Board of Fire Services for accredited courses in: Fire Inspector 1A, 1B, 1C, 1D or equivalent is required.

Knowledge Of:

- Principles, methods and practices of modern fire prevention, fire protection engineering, and fire suppression activities
- New construction technology
- Plan review and application of local, state, and federal codes and regulations
- Mechanical and related characteristics for a wide variety of flammable and explosive materials and hazardous substances
- California Fire Code, California Building Code and other applicable codes and state laws

Ability To:

- Participate in a comprehensive fire prevention program
- Make comprehensive studies and prepare reports and recommendations
- Communicate effectively orally and in writing
- Read and interpret construction plans and specifications
- Detect deviations from plans, regulations and standard safety procedures
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Perform journey-level fire prevention inspections for a variety of buildings and structures
- Enforce codes, ordinances, and regulations pertaining to fire prevention with fairness and professionalism
- Represent the Public Safety Department to contractors, engineers, architects and developers and in public meetings
- Work cooperatively with others
- Operate a vehicle observing legal and defensive driving practices

WORKING CONDITIONS

Incumbent in this classification is expected to communicate orally either face to face, in a group setting, or using a telephone; instruct in a classroom setting and be able to learn through oral instruction; comprehend and make inferences from written material and produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar; prepare reports and correspondence and enter data into a terminal, personal computer or keyboard device; and observe, compare or monitor people, behaviors, objects and data to assure compliance with safety regulations, plans, specifications and fire alarm and protective systems tests. When reviewing plans or conducting on-site inspections, the **Fire Inspector** interprets graphic instructions and blueprints. When participating in fire prevention activities, the incumbent walks over rough, uneven or rocky surfaces; climbs ladders or steps to reach objects; hears alarm

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PART-TIME FIRE INSPECTOR
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and other auditory devices during tests of fire alarms and fire protection systems; discriminates among colors and shades of color during acceptance testing of fire alarm and fire protection systems; moves objects such as plans, books and tools weighing less than 20 pounds over long distances; may stand for extended periods of time and is able to rest at will; lifts and uses arms above shoulder level to remove books and supplies from overhead shelves; works at heights greater than 10 feet during inspections of facilities and fire sprinkler piping systems.

FLSA Status: Non-exempt
Employee Unit: Rohnert Park Employee Association
Approved By:
Date Approved: