

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 7
Fiscal Year: 2009/2010
Posted Date: September 10, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	FIR	H 50 Inspector, Bureau Of Fire Prevention And Public Safety

Item #	DEPT/ DIVISION	Class/Title
2	FIR	H 32 Captain, Bureau Of Fire Prevention And Public Safety

Item #	DEPT/ DIVISION	Class/Title
3	FIR	H 24 Lieutenant, Bureau Of Fire Investigation

Item #	DEPT/ DIVISION	Class/Title
4	FIR	H 22 Lieutenant, Bureau Of Fire Prevention And Public Safety

Posting No: 7
Fiscal Year: 2009/2010
Posted Date: September 10, 2009

Item #	DEPT/ DIVISION	Class/Title
5	FIR	H 6 Investigator, Bureau Of Fire Investigation

Item #	DEPT/ DIVISION	Class/Title
6	FIR	H 4 Inspector, Bureau Of Fire Prevention And Public Safety

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: ASSISTANT CHIEF, FIRE SUPPRESSION
Job Code: H50**

INTRODUCTION

Under general direction from higher-ranking officers in the Department, the H-50 Assistant Chief is a senior management level supervisor who commands a Division (consisting of several battalions) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, and supervising search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. At emergency incidents, and in the absence of a senior officer, an assistant chief directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with preparing for tour of duty; fire prevention inspections; ensuring compliance with Department policy; monitoring, evaluating, and counseling firefighters; training; community relations; information gathering, report writing, and record keeping; and investigations and special projects. An assistant chief may also be required to perform other duties as assigned.

DISTINGUISHING FEATURES

An H-50 Assistant Chief is distinguished from an H-51 Assistant Deputy Chief in that the H-51 is a exempt appointment, which serves at the pleasure of the Chief of Department, whereas the H-50 Assistant Chief position is attained through civil service examination. An H-50 Assistant Chief is distinguished from an H-40 Battalion Chief in that the H-40 Battalion Chief oversees the operations of a single battalion. An H-50 Assistant Chief is distinguished from a 0150 Deputy Chief in that the 0150 is an exempt appointment, which serves at the pleasure of the Chief of Department.

SUPERVISION EXERCISED: Direct supervision battalion chiefs.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. In preparing for tour of duty: reads journal, reports, and other written communication to determine level and nature of activities within the Division for the previous tours; meets with the off-going Assistant Chief to discuss what has been going on in order to decide actions that need to be taken or to ensure that consistent policy is followed between Assistant Chiefs; talks to Battalion Chiefs to give instructions for present tour; monitors communication systems (telephone, radio, teletype) for information relevant to the Division to determine status of emergency activities in the City; communicates verbally with the Communications Center in order to keep it informed of the status of the firefighting units in the Division; informs Battalion Chiefs and others about changes in practices, policy, procedure, daily activities, or other information; runs Division staff meeting to give information and review and critique incidents with Battalion Chiefs; etc.
2. In performing tasks from receipt of alarm to arrival at scene: assesses situation (based on dispatch and who is responding) to determine whether presence of Assistant Chief is needed on the scene to direct, monitor, or support firefighters; confers with driver about route to be followed, so as to avoid delays that might be caused by obstructions such as traffic jams or construction, and taking into account routes to be taken by other equipment to avoid conflict with them; listens to radio communications to gain information about nature of fire/incident, condition of building/physical site, location and condition of victims, and location and actions of personnel; plans actions en route to scene, taking

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: ASSISTANT CHIEF, FIRE SUPPRESSION
Job Code: H50

- into account initial communication, who is likely to be first on scene, relation to other resources on way, time of day, etc.; evaluates reports of fires in progress to determine rescue and firefighting priorities based on building type, location, occupancy, etc., while en route to the scene; etc.
3. In performing tasks related to incident size-up and command: manages up to five-alarm fires, overseeing fire suppression activities of up to 120 personnel; informs communication center by radio if first Chief to arrive at scene; directs officers regarding positioning of unit personnel and apparatus for maximum effectiveness in attacking the fire; communicates via special radio channel with all tactical units at the scene; assesses conditions and circumstances at scene to determine if additional resources are needed or if companies on the scene can be held in reserve; receives and evaluates reports from Battalion Chiefs and company officers at the scene concerning the status and progress of the fire; sizes up fire by observing extent and location of smoke and flames, noting wind, building type, and content that is on fire, and exposure potential of adjacent structures to determine additional support personnel and/or equipment needed at emergency site; analyzes information about the fire scene (e.g., extent of fire, seat of fire, exposures, size of building, location of fire in building, time of day, location of fire suppression equipment and personnel, type of building construction, occupancy, content of building, and occupants' behavior) to formulate a strategy for fighting the fire; determines, based on information obtained through personal observation and subordinates' reports, whether additional alarm should be pulled; assesses time of day, wind conditions, labels, crowd situation, and other such factors to determine degree of hazard and its potential extension; evaluates descriptions of conditions observed inside facility including extent of fire, whether additional resources are needed, and what needs to be done; etc.
 4. In supervising/performing search and rescue activities: evaluates conditions to determine if they are safe for firefighters to proceed with rescue (e.g., conditions of fire, tides, currents, if equipment needed is available); determines priority in rescuing victims when multiple victims are involved; communicates with trapped victims to calm and reassure them during emergency and hazardous situations until they can be rescued; communicates via radio with other officers or units on scene in order to coordinate efforts to rescue victims; directs officers in how to rescue trapped victims, potential jumpers, animals, and others in distressed situations, what equipment to use and where to use it; etc.
 5. In supervising/performing ventilation, salvage, and overhaul activities: evaluates conditions of fire, smoke, heat, wind, etc., and type of dwelling, to determine where, when, and how building should be ventilated, to retard the spread of fire, and to avoid backdraft; evaluates condition and type of roof to determine whether roof is safe to support the weight of firefighters and their equipment; directs officers to ladder building using ladders from truck or aerial ladder to gain access to upper floors and roof for purposes of ventilation; directs officers which specific tools and equipment to use and where to ventilate; directs officers to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hot spots, or to release smoke and heat; visually inspects premises closely to determine that fire has been extinguished and that it will not rekindle; orders officers to preserve suspicious area and preserve evidence for use by arson squad; etc.
 6. In performing first aid-related activities: calls for additional medical assistance at scene;

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: ASSISTANT CHIEF, FIRE SUPPRESSION

Job Code: H50

- observes that firefighters are wearing appropriate protective equipment when administering first aid; analyzes first aid scene to determine what safety procedures need to be implemented to protect the fire crew; questions victims or others (e.g., bystanders) to gather information (e.g., level of consciousness, current medical history) to determine nature and extent of medical emergency and treatment needed; etc.
7. In performing inspection-related activities: reviews prepared pre-fire plans and access maps for properties related to company operations that might lead to greater alarm fires and natural disasters; familiarizes self with building or transit systems (e.g., building layout, type of occupancy, and structural information) during inspections, so that in emergency will be able to respond appropriately; requests installation of new hydrants or fire hoses in areas where potential fire hazard warrants these; calls police to close down night clubs operating under safety hazards to prevent injury or loss of life; visits building in response to complaints from the public in order to ensure compliance with the appropriate fire codes; etc.
 8. In performing activities related to monitoring, counseling, and evaluating subordinates: observes the performance of firefighters and officers in order to evaluate their performance; meets with Battalion Chiefs to explain new orders, answer questions, and relay and receive information; counsels and coaches subordinates when there is a performance standards or personnel problem (such as tardiness); resolves problems between firefighters, and between firefighters and officers; evaluates information from Battalion Chiefs regarding unresolved grievances (such as interpersonal conflict between firefighters); reviews written recommendations of disciplinary actions from Battalion Chiefs to determine whether action is appropriate; collects documents relevant to subordinate's job performance in order to determine whether disciplinary action is necessary; meets with Battalion Chiefs to discuss issues related to EEO compliance; etc.
 9. In performing activities related to information gathering, report writing, and record keeping: reviews reports of EEO complaints from Battalion Chiefs; reviews journal to familiarize self and understand status of personnel, equipment, and apparatus in station; reads General Orders and teletype messages to learn about changes in practice, policy, procedure, or other information; checks vacation calendar, floating holiday, and detail information to understand and determine personnel needs for the Division; reads letters from Department officials describing complaints that need to be investigated; verifies that departmental forms are properly completed; interviews witnesses and gathers on-site information needed to complete accident reports; completes written reports of disciplinary actions or reprimands to document what occurred in the incident; etc.
 10. In performing activities related to ensuring compliance with Departmental policy: formulates policies for the Division concerning the actions and responsibilities of Division personnel; reviews the administrative policies formulated by Captains in the Division to ensure that they are appropriate and do not conflict with department policy; monitors firefighters' actions and behavior to ensure that they are consistent with SFFD policy, practices, and procedures; accepts and reviews reports from Battalion Chiefs regarding improper actions or behaviors of personnel within their units; etc.
 11. In performing activities related to training: assesses the training needs of the firefighters and selects appropriate drills; demonstrates equipment and procedures during drills in order to provide training for firefighters; makes all training assignments within his or her Division; conducts training drills with Chief's Aides to improve their level of knowledge and skills in working as a unit; critiques fires with offices to help everyone to learn from

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: ASSISTANT CHIEF, FIRE SUPPRESSION

Job Code: H50

- experience in case they encounter a similar situation; etc.
12. In performing activities related to community relations: explains firefighting practices, equipment, procedures, and policies to civilians (e.g., how equipment works, consequences of false alarms, etc.) during tours and public functions as a public service; speaks for Fire Department during inspections and emergencies; instructs spectators and non-safety personnel on what to do and where to be during an emergency; explains nature of incidents to media to ensure accurate coverage; testifies in court regarding fire-related matters as a representative of the Fire Department; provides expertise to other agencies to aid in the development of their own policies and operating procedures; etc.
 13. In performing activities related to investigations and special projects: interviews witnesses or those involved in an accident, complaint, incident, or injury and any physical evidence to gather information on the event; inspects the scene of accident, incident, complaint, or injury and any physical evidence in order to gather information on the event; analyzes information gained in the investigation to formulate a theory of cause and to recommend prevention of future incidents (except EEO incidents); interviews and gathers information on EEO complaint in order to obtain facts and to present in a report; interviews personnel and gathers information to recommend and determine appropriate disciplinary action; works on committees (in addition to regular duties) in order to meet special project goals (e.g., review and update manuals); etc.
 14. In performing tasks related to working with others: meets daily with Deputy Chief at headquarters; meets with Battalion Chiefs to explain/discuss new or revised Fire Department policies and facilitate their understanding; attends regular work group or projects team meetings; facilitates work group or project team meetings, if serving as co-chair; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; Standardize, Triage and Rapid Transport (START) to assist in aiding injured individuals; methods of building construction; hazardous materials and their implications for firefighting situations; the Department's rules, regulations, policies, procedures, and training bulletins; Department manuals; the general principles of fire science; the uses, capabilities, and limitations of firefighting equipment and apparatus; fire fighting techniques and strategies; fire and explosion investigation procedures; computers; and fire and building codes related to fire suppression systems and fire safety.

Ability to: supervise effectively at fire and other emergency situations; conduct inspections expeditiously; train, monitor, evaluate, and counsel firefighters; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; work with others; and conduct investigations and complete special projects in a professional and timely manner.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: ASSISTANT CHIEF, FIRE SUPPRESSION
Job Code: H50**

announcement.

Successful completion of probationary period in class H-40 Battalion Chief.

PROMOTIVE LINES

None

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION
Job Code: H32**

INTRODUCTION

Under general direction from the Fire Marshal (H-51), the H-32 Captain is responsible for the activities of a bureau or major organizational section within the Division of Fire Prevention and Investigation. Incumbents supervise the staff of a bureau or major section; make assignments of work; review and make recommendations regarding reports of inspectors, officers, and investigators; supervise the training of new personnel; prepare annual budgets; draft unit policy; and perform other related duties as required.

DISTINGUISHING FEATURES

The H-32 Captain is the upper-management level in the Division of Fire Prevention and Investigation class series. It reports to the H-51 Fire Marshal. It is distinguished from the H-51 Fire Marshal in that it is responsible for a bureau or major organizational section of the Division, whereas the H-51 is responsible for the entire Division.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

- 1.(BFP only) In directing and monitoring (i.e., supervising) subordinates: reviews unit's work load (or work orders) to determine the amount and priority of work that must be completed by the unit; ensures that assignments given to subordinates match their skill levels; interviews candidates for positions within the Bureau in order to determine the candidates' qualifications; trains H-22 Lieutenants and H-4 Inspectors to ensure that they are interpreting relevant codes properly; assigns activities to subordinates based on strengths of the subordinate and the requirements of the activity; etc.
2. (BFP only) In performing fire suppression duties: performs greater alarm inspections to determine if the building is in compliance with relevant codes; responds to greater alarm fire to provide support to the Incident Commander and evaluate the functioning of fire protection systems required by code; responds to fire and other life-safety incidents to provide assistance to the Incident Commander and evaluate the functioning of fire protection systems; etc.
3. (BFP only) In counseling and evaluating subordinates: investigates and documents allegations against subordinate employees of his/her unit, as directed by a superior officer, by collecting and examining physical evidence and interviewing witnesses, complainants, and other inspectors; discusses performance and behavioral issues individually with subordinates in an attempt to resolve them in an informal manner; carries out specific steps in the employee disciplinary processes according to procedures set forth in the SFFD rules, regulations, and procedures (uniformed personnel) or the Civil Service Rules (civilian personnel); evaluates the work of subordinates based on the appropriate codes to ensure that codes are interpreted correctly; recommends disciplinary action for subordinates when necessary to correct work behavior; etc.
4. In performing activities related to training and professional development: determines the training needs of unit staff; arranges for the staff to get the necessary training (i.e., contacts the appropriate training agency); identifies areas in which staff need specialized training; prepares training classes for Department personnel; trains Department members with regard to fire prevention and/or investigation; (BFP only) trains newly

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION
Job Code: H32**

- appointed fire inspectors in the procedures of the Prevention Bureau and in the interpretation of the various codes; etc.
5. In performing record-keeping and document review activities: prepares policies and procedures to be followed by unit personnel; prepares general reports for the Fire Marshal; reviews and prioritizes contents of in-basket to ensure that all work is completed or filed by specified or reasonable deadlines; (BFP only) reviews permit applications and forwards them to Headquarters; (BFP only) reviews Notice of Violation forms from inspectors to ensure that they have been completed correctly; (BFP only) logs building/construction plans into the computer by contractor or tenant number; (BFP only) reviews hazardous materials handling and storage plans of airlines; reviews and evaluates letters prepared for Fire Marshal review; etc.
 6. (BFP only) In performing activities related to report writing and correspondence: completes accident/injury forms to comply with City and state regulations governing employees who are injured on the job; completes Department personnel forms (e.g., payroll, reassignment, vacation) for employees within the unit; uses the computer to draft letters to persons who have complained about a fire safety problem, detailing results and outcomes of investigations or actions to be taken, for review by a superior officer; uses the computer to draft letters to Bureau of Building Inspection regarding code issues, for review by a superior officer; uses the computer to draft letters for superior officer's signature in response to requests for code variance; completes EEO and counseling reports to document problem situations and actions taken; writes letters outlining where architectural plans fail to comply with Uniform Building Code requirements, as well as other applicable codes, asking architect to revise and resubmit; completes report on fees collected by the Department for the citation program; etc.
 7. (BFP only) In performing activities related to community relations and interacting with the public: serves as liaison between the Department and the Port Authority of San Francisco; gives fire prevention talks to airport tenant groups; reviews and evaluates equivalency proposals for Department of Building Inspection Board of Examiners meetings; attends pre-application construction meetings to provide input regarding code requirements; researches code requirements for pre-application meetings to provide information regarding relevant codes; reviews plans to determine if they comply with relevant codes; attends Airport Commission meeting as required to provide input on applicable codes and regulations; serves as the Department's official representative at meetings with business and government representatives; attends pre-construction and equivalency meetings to discuss code requirements; etc.
 8. (BFP only) In aiding and conducting inspections: conducts inspections of all State Fire Marshal regulated occupancies (AEIR) for compliance with the Uniform Fire Codes and San Francisco Amendments regarding construction adequacy and life safety features; conducts inspections of buildings and/or establishments by special request of Chief, inspector, building owners, building managers, construction contractors, licensing or permit boards, or other City departments to ensure compliance with life safety code requirements or to expedite inspection processes; assists inspectors in conducting inspections when they have questions concerning codes, permits, or other fire prevention activities; keeps inspection appointments of absent subordinates; researches requirements of and applies Fire codes, San Francisco Building Code, NFPA guidelines, state codes, and/or housing codes in the process of conducting inspections or writing reports; conducts inspections or reviews proposals that modify approved plans to

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION

Job Code: H32

- determine conformance with applicable fire and building codes; witnesses tests made by contractors of the life safety systems in high-rise buildings in order to ensure that they are functioning properly; conducts visual inspection of the setup for shooting fireworks at a public event; performs Accelerated Code Enforcement (ACE) inspections; inspects airport buildings and facilities for compliance with applicable codes; inspects sites to be used by VIPs to ensure compliance with applicable codes; inspects the sites of special events to ensure compliance with site plan; etc.
9. (BFP only) In performing activities related to code development and enforcement: monitors and/or supervises the placement of explosives stored on Port property; evaluates equivalency proposals to determine if they comply with relevant codes and regulations; maintains consistency in the interpretation of applicable codes; makes recommendations regarding equivalencies based upon applicable codes or regulations; reviews equivalency proposals and makes recommendations regarding whether they should be approved; etc.
 10. (BFP only) In performing activities related to the development and management of special projects and special events: develops budget related to projected costs, equipment, and training needs for implementation of special projects (e.g., liens, yearly fire inspections project, and fee schedules citation program); confers with City Attorneys to obtain information about possible legal implications of implementing a special project; determines who or what entities will participate in or become subject to a new or special project; assigns staff or outside agencies to work on a special project or policy as needed in order to ensure that it is implemented properly; writes procedures manuals when new programs are being developed for use by staff or outside agencies working on a special project; prepares plans for large events (e.g., opening day at Candlestick Park) by determining how many inspectors should be assigned and what their specific duties should be (e.g., looking for potential fire hazards); coordinates firefighting duties with the US Secret Service; etc.
 11. (BFP only) In handling management and labor issues: recommends changes to policies to ensure compliance with labor agreements; responds to employee requests that are inconsistent with labor contract to inform the employee why the request cannot be granted; prepares reports regarding possible EEO violations to document incidents and provide a basis for appropriate action; prepares reports regarding possible serious rule violations to document incidents and provide a basis for appropriate action; counsels subordinates regarding Department rules and regulations to ensure compliance; refers members to Employee Assistance Programs to assist them with personal problems; etc.
 12. In preparing budgets and managing revenues: identifies the equipment that will be needed by the unit; projects the cost for the training that is needed by members of the unit; presents the budget document to the Fire Marshal for review and adjustments; discusses justification of the budget with the Fire Marshal; evaluates services and cost of providing specific services; evaluates personnel assignments and costs; evaluates monthly inspection reports to determine whether fee schedule is appropriate; forwards fees collected and monthly report to Accounting Division; etc.
 13. In working with others: joins with subordinates to do his or her share of the work at a fire or emergency incident; participates as a member of a team at a fire or emergency incident; actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION

Job Code: H32

to overcome obstacles or problems that may occur while carrying out an assignment; attempts to judge superiors, subordinates, and peers on the basis of their performance, not perceptions (e.g., rumor or prejudgments); communicates (gives information) effectively with superiors, subordinates, and peers from different cultures and backgrounds; effectively communicates his or her understanding of information provided orally by superiors, subordinates, peers, and citizens; attempts to contribute to a pleasant atmosphere within the work unit; takes the initiative to get tasks done at an emergency incident or during training; interacts with persons from different backgrounds, cultures, and lifestyles without letting it upset him or her; asks subordinates questions during training to ensure that they understand; attempts to improve himself or herself to perform the job better; removes persons to the periphery of a scene without upsetting them unnecessarily; etc.

14. (BFI only) In performing activities related to managing/supervising fire investigations (at fire scenes) and follow-up investigations to determine the origin and cause of fire: responds to fire scenes or incidents as mandated by Department policy (fires involving third or greater alarms, fire scenes involving serious injury to Fire Department personnel, or incidents involving terrorist acts) to monitor or supervise the investigation; determines whether there are enough investigators and other resources at the fire scene to handle the investigation; calls for additional investigators to report to incidents when warranted by the investigation; discusses with Incident Commander at a scene what happened to obtain preliminary information; tells the Incident Commander what the Bureau of Fire Investigation personnel will need to do at the scene; tells the Incident Commander what assistance the investigators will need from fire personnel at the scene; etc.
15. (BFI only) In conducting, monitoring, or supervising follow-up investigations: ensures that the necessary procedures regarding the follow-up investigation are initiated in a timely manner (e.g., contacting contractor, security guard, private investigators, etc.); ensures that there is a follow-up on all investigative leads; provides verbal updates of the investigation to the Fire Marshal; ensures that the necessary reports are completed before the investigators are released to go home; etc.
16. (BFI only) In maintaining custody of records: answers questions from subordinates regarding how to handle subpoenas; evaluates the subject matter of subpoenas to determine proper disposition; ensures that subpoenas are served properly and in a timely manner; etc.
17. (BFI only) In directing the SFFD Vehicle Program: develops Department policy regarding tracking of vehicle arson fires; meets with outside agencies (e.g., insurance agencies and the Police Department) to evaluate the effectiveness of policies developed in conjunction with the Department's Vehicle Program; receives briefings from investigators regarding resources (e.g., equipment) they need to accomplish their work; sets up procedures for getting access to data regarding vehicle arsons from agencies outside the Department (e.g., National Insurance Code Bureau); etc.
18. (BFI only) In developing and participating in the Child and Juvenile Fire Setting Program (CJFSP): develops Department policy regarding Incident Commander's responsibilities at the scene of a fire set by a child; attends meetings with personnel from other agencies (e.g., Child Crisis Center, Child Welfare, Unified School District, District Attorney's Office, Police Department, Probation Office, Mental Health Department) to provide Fire Department's input regarding the CJFSP; at CJFSP meetings, explains the needs and responsibilities of the Fire Department; determines whether a child involved in arson

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION

Job Code: H32

- should be arrested and turned over to the Child Crisis Center as 5150 (i.e., a danger to self and others); meets with parents of children who have set a fire to discuss the steps that must be taken (e.g., participation in the CJFSP); obtains feedback from social service agencies on whether a child is participating in the CJFSP; reviews documentation of the arrests of children accused of setting fires to ensure that it is complete; etc.
19. (BFI only) In meeting with persons or groups in the community regarding crimes of arson: provides explanations to community members regarding actions the Fire Department is taking to address specific arson crimes; and assigns subordinates to meet with persons in the community regarding issues related to arson.
 20. (BFI only) In acting as liaison between the Bureau of Fire Investigation and outside agencies: provides assistance to outside agencies with regard to arson investigations; determines whether requests from other agencies for assistance in arson cases are legitimate; and assigns subordinates to Fire Investigation tasks (e.g., interviewing a witness) to assist other agencies with a case.
 21. (BFI only) In maintaining adequate daily staffing: reassigns personnel from the field unit to work on specific cases as necessary; ensures that the field unit is properly staffed; evaluates the strength and weaknesses of investigators and assigns them accordingly (e.g., tries not to assign two inexperienced investigators to work together); etc.
 22. (BFI only) In performing activities related to testifying in court: testifies in court in matters related to fire investigation; determines his or her level of knowledge about the case through discussions with the district attorney; in civil cases, reviews documents relevant to the case to determine why testimony from a member of the Department is being requested; etc.
 23. (BFI only) In conducting interviews and interrogations: determines whether an individual should be interviewed immediately upon arrest or at a later time; attempts to establish rapport with the person being interviewed to obtain the relevant information; asks questions designed to establish the facts in a case; ensures that the interview is properly documented; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; the Department's rules, regulations, policies, procedures, bulletins, and training bulletins; relevant Civil Service rules and regulations; Department manuals related to fire investigation, fire prevention, fire suppression, and fire fighting; codes, standards, and ordinances related to fire prevention and fire investigation, including Penal Code 832, Concepts III; the Guide for Fire and Explosion Investigation (NFPA 921); Parker's Evidence Code of California; safe firearm practices; agencies who can be called in to assist with an investigation; fire science and fire behavior; computer software programs; Bureau computer tracking systems; and the uses, capabilities, and limitations of fire investigation, fire prevention, fire suppression, and fire fighting equipment.

For positions in the BFP - ability to: develop and enforce code; direct and monitor subordinates; write logical and accurate reports and correspondence, including creating documents on the computer; work effectively with others; conduct and aid in the conduct of inspections; maintain accurate records and efficiently review documents; foster and maintain effective public and community relations; develop and manage special projects and events; train and develop self and others; counsel and evaluate subordinates; prepare budgets and manage revenues;

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION
Job Code: H32**

perform fire suppression duties and interact with the Bureau of Fire Investigation; and handle management and labor issues.

For positions in the BFI – ability to: manage and supervise fire investigations (at fire scenes) and follow-up investigations to determine the origin and cause of fire; work effectively with others; ensure proper training and development for unit personnel; conduct, monitor, or supervise follow-up investigations; prepare the annual budget; maintain secure custody of records; direct the SFFD Vehicle Program; develop and participate in the Child and Juvenile Fire Setting Program (CJFSP); maintain adequate daily staffing; meet with persons or groups in the community regarding crimes of arson; act as liaison between the Bureau of Fire Investigation and outside agencies; testify in court; conduct interviews and interrogations; efficiently review and/or prepare reports. Skill in: accurate use of firearms, and use of self-defense and arrest techniques.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Permanent status and successful completion of probationary period in class H-22 or H-24 Lieutenant.

(BFI only)

1. Four years experience as a firefighter.
2. Response to 100 fires (structure, vehicle, trash, grass, or wildland).
3. Successful completion of State Fire Marshal Courses Investigation 1A and 1B
4. Successful completion of Department of Justice Fingerprint Search.
5. Successful completion of background felony check.
6. Successful completion of psychological examination.
7. Successful completion of polygraph examination.

OTHER REQUIREMENTS: Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Driver license

(BFI only) Valid PC832 Certification (classroom and range) or P.O.S.T Certification

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: CAPTAIN, FIRE PREVENTION OR FIRE INVESTIGATION
Job Code: H32**

PROMOTIVE LINES

To: None

From: H-22 Lieutenant Fire Prevention or H-24 Lieutenant Fire Investigation

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE INVESTIGATION
Job Code: H24**

INTRODUCTION

Under direction from an H-32 Captain, the H-24 Lieutenant directs, evaluates, counsels, and provides training and professional development opportunities to H-6 Investigators and civilian personnel. In addition, the lieutenant maintains Department and bureau records, writes and reviews reports and correspondence, represents the Department to the public and other government agencies, assists with and/or conducts fire investigations, documents and secures physical evidence, assists with the resolution of civil or criminal cases including testifying in court, and performs other related duties as required.

DISTINGUISHING FEATURES

The H-24 Lieutenant is the mid-management level in the Bureau of Fire Investigation class series. It reports to the H-32 Captain of the Bureau. It is distinguished from the H-32 Captain by the Captain's responsibility for budget tasks, development of unit policy, and role as Custodian of Records. It is distinguished from an H-22 Lieutenant in the latter's primary responsibility for the enforcement of fire prevention and suppression codes and standards.

SUPERVISION EXERCISED: This position supervises H-6 Investigators and/or subordinate Fire Department and civilian personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. In directing and monitoring (i.e., supervising) subordinates: determines when field personnel are needed to work an extra watch to maintain an appropriate level in the field; determines available work force of the Bureau by conducting roll call, reviewing time rolls and journal entries, and receiving oral information about employee attendance; responds to questions from field investigators regarding what actions should be taken in an investigation; approves or denies requests by subordinates for time off (e.g., vacation); directs investigators in handling and documenting physical evidence (e.g., by photographing evidence) so the evidence will be properly documented and secured for civil or criminal hearings; monitors actions and behaviors of subordinates to ensure that they are consistent with SFFD policy and procedures; oversees the security of physical plant to ensure that only authorized access is allowed to the building, records, and reports; etc.
2. In counseling and evaluating subordinates: evaluates employee's work performance for the purpose of completing performance appraisals by reviewing written reports and other documents submitted by employee and observing the employee's performance in the field; discusses performance and behavioral issues individually with subordinates in an attempt to resolve them in an informal manner; takes corrective action to resolve conflicts between subordinates; carries out specific steps in the employee disciplinary process according to procedures set forth in SFFD rules, regulations, and procedures (for uniformed personnel) or the Civil Service Commission rules (for civilian personnel); etc.
3. In conducting activities related to training and professional development: trains newly appointed H-6 Investigators and other Department personnel serving in like-work-like-pay fire investigator positions in fire investigation techniques, and fire investigation report writing; trains investigators to operate computers, video cameras, and new apparatus to

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: LIEUTENANT, FIRE INVESTIGATION

Job Code: H24

- maintain and improve investigator's skills; explains new Department policies to subordinates to ensure that they understand them; enrolls investigators in job-related training or skill maintenance programs (e.g., shooting range, report writing, photographing evidence, new equipment use, and investigative techniques) to improve investigators' work performance; attends Officer's meetings to present information to peers and superior officers; attends Officer's meetings to gather information from peers and superior officers in order to present information to subordinates; etc.
4. In performing record-keeping and document review activities: as acting Custodian of Records (in the absence of the H-32 Captain), establishes and maintains filing systems for safe storage and efficient retrieval of Department documents; determines which SFFD records may be made available to the public based on the nature of the incident, precedence, professional judgment, and established policies and practices; questions individuals who are requesting SFFD records to determine why the individuals want the information; denies access to records of incendiary or suspicious fires so that investigations of fires are not hampered or compromised; reviews and prioritizes contents of in-basket to ensure that all work is completed or filed by specified or reasonable deadlines; reviews SFFD Bureau of Fire Investigation report forms for completeness, accuracy, and compliance with Department procedures; assigns approved investigation reports to clerk for data entry; etc.
 5. In performing activities related to report writing and correspondence: uses computer to respond to e-mails from investigators; completes accident/injury forms to comply with City and state regulations governing employees who are injured on the job; keeps a journal of daily activities or unusual occurrences, including who is present at work and what activities are scheduled and/or accomplished in order to document the amount and type of work that is completed; edits narrative reports and other documents written by investigators for accuracy, completeness, and proper grammar and spelling; writes outlines and/or proposals of specific steps that must be taken to implement special operations (e.g., surveillance activities); writes reports summarizing the progress of investigation cases or identifying patterns in arson fires for use by superior officers, district attorneys, and other authorized persons or agencies; etc.
 6. In performing activities related to community relations: refers citizens to appropriate authority so they can obtain needed information or services; consults with police and superior officers to decide what, if any, information about and incident will be released to the media; responds to phone calls from the district attorney's office to provide information regarding a case; informs superior officers and/or Fire Chief of specific details surrounding fire deaths or other situations that are likely to arouse media or public attention so that they will be able to respond to inquiries; etc.
 7. In aiding and conducting investigations: responds to all greater alarms (during office hours), third or greater alarms (after normal working hours), know arson fires, fire where a death or injury has occurred, or at the request of investigators, to assist field investigators at the incident in determining the cause of the fire; talks to investigators at the fire scene to get a preliminary report on the status of the investigation; reports to the Incident Commander at the fire scene to inform him/her of the progress of the investigation or to request assistance from suppression personnel; talks with the Incident Commander at the fire scene to ensure that suppression and overhaul operations are carried out in a manner that will result in the least amount of damage to the scene; talks to firefighters to get their impressions of how the fire started and/or how the fire

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: LIEUTENANT, FIRE INVESTIGATION

Job Code: H24

- progressed in order to obtain information about the point of origin and cause of the fire; interviews witnesses and/or suspects at the scene of an incident or in the office to gather information about the cause of the fire; reconstructs fire scene with citizens who have knowledge of the building in order to determine the origin and cause of a fire; researches fire-related criminal activity by use of computer traces (ANCI) and information from other government agencies (e.g., Assessor's Office; Federal Bureau of Investigation; Department of Motor Vehicles; Department of Justice; and Bureau of Alcohol, Tobacco, and Firearms) to compile and analyze relevant information/data about arson and arson patterns; analyzes information/data from research and other sources to find patterns in fires, victims, witnesses, suspects, and other persons or circumstances so the information can be used in solving arson crimes; coordinates human and other resources to implement procedures (e.g., surveillance) to apprehend suspects of fire-related crimes; aids in investigating accidents involving Department apparatus by taking statements from witnesses in order to provide a written report of the accident; etc.
8. In documenting and securing physical evidence: maintains custody of physical evidence for proper storage; maintains custody of documents of physical evidence (e.g., photos) for secure filing; documents chain of events regarding submitting evidence to prove that integrity of evidence has not been compromised; ensures the proper storage of physical evidence in secure quarters in order to maintain legal integrity of evidence; enforces proper documentation of physical evidence by examining physical evidence and reviewing Evidence Form for accuracy of documentation; in the absence of police personnel, maintains legal record of person(s) handling or receiving evidence; etc.
 9. In performing activities related to the disposition of civil or criminal cases: contacts employees being subpoenaed in order to inform them of their obligation to appear; serves subpoenas to Department employees who are being summoned to appear in court so they can provide testimony regarding incidents; testifies in court regarding incidents that he/she investigated, the record of evidence obtained from the incident, and the authenticity of Department documents; approves or denies requests from attorneys for information by determining the appropriateness of the request relative to the information requested; provides the district attorney with requested information about buildings, suspects, and other information related to incidents; reviews case files and reports in preparation for testifying in a case; discusses with investigators reports that they prepared about which he/she will have to testify; etc.
 10. In working with others: joins with subordinates to do his or her share of the work at a fire or emergency incident; actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; attempts to judge superiors, subordinates, and peers on the basis of their performance, not perceptions (e.g., rumor or prejudgments); communicates (gives information) effectively with superiors, subordinates, and peers from different cultures and backgrounds; shares his or her work experience with peers; effectively communicates his or her understanding of information provided orally by superiors, subordinates, peers, and citizens; attempts to contribute to a pleasant atmosphere within the work unit; takes the initiative to get tasks done at an emergency incident or during training; interacts with persons from different backgrounds, cultures, and lifestyles without letting it upset him or her; asks subordinates questions during training to ensure

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: LIEUTENANT, FIRE INVESTIGATION

Job Code: H24

that they understand; attempts to improve himself or herself to perform the job better; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; the Department's rules, regulations, policies, procedures, bulletins, and training bulletins; relevant Civil Service rules and regulations; Department manuals related to fire investigation, fire suppression, and fire fighting; codes, standards, and ordinances related to fire investigation, including Penal Code 832, Concepts III; the Guide for Fire and Explosion Investigation (NFPA 921); Parker's Evidence Code of California; safe firearm practices; agencies who can be called in to assist with an investigation; fire science and fire behavior; computer software programs; Bureau computer tracking systems; and the uses, capabilities, and limitations of fire investigation, fire suppression, and fire fighting equipment.

Ability to: evaluate and counsel subordinates; direct and monitor (i.e., supervise) subordinates; conduct and aid in the conduct of fire investigations; maintain accurate records and efficiently review documents; work effectively with others; train and develop self and others; accurately document and secure physical evidence; write logical and accurate reports and correspondence, including creating documents on the computer; foster and maintain effective public and community relations; and expeditiously dispose of civil or criminal cases.

Skill in: accurate use of firearms, and use of self-defense and arrest techniques.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Permanent status and successful completion of probationary period in class H-4 Inspector or H-6 Investigator.
2. Four years experience as a firefighter.
3. Response to 100 fires (structure, vehicle, trash, grass, or wildland).
4. Successful completion of State Fire Marshal Courses Investigation 1A and 1B
5. Successful completion of Department of Justice Fingerprint Search.
6. Successful completion of background felony check.
7. Successful completion of psychological examination.
8. Successful completion of polygraph examination.

OTHER REQUIREMENTS: Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE INVESTIGATION
Job Code: H24**

LICENSE AND CERTIFICATION

Valid PC832 Certification (classroom and range) or P.O.S.T Certification
Possession and maintenance of a valid California Driver license.

PROMOTIVE LINES

To: H-32 Captain

From: H-4 Inspector or H-6 Investigator

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills
and abilities defined in the most recent job analysis
conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE PREVENTION
Job Code: H22**

INTRODUCTION

An H-22 Lieutenant may be assigned to any of a number of positions in the Bureau of Fire Prevention and Public Safety, such as district inspections, plan check, specialist (high-rise/permits/institutions), airport, or Treasure Island. Under direction from an H-32 Captain, the H-22 Lieutenant maintains Department and Bureau records; writes and reviews reports and correspondence; develops and manages special projects and policies; represents the Department to the public; assists with and/or conducts inspections; reviews plans for compliance with codes; enforces codes; manages the permit process; and performs other related duties as required.

DISTINGUISHING FEATURES

The H-22 Lieutenant is the mid-management level in the Bureau of Fire Prevention and Public Safety class series. It reports to the respective H-32 Captain of the Bureau. It is distinguished from the H-32 Captain by the Captain's responsibility for budget tasks, development of unit policy, and handling management and labor issues. It is distinguished from an H-24 Lieutenant in the latter's primary responsibility for the investigation of the cause of fires.

SUPERVISION EXERCISED: This position supervises H-4 Inspectors and/or subordinate Fire Department and civilian personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. In directing and monitoring subordinates: answers questions from inspectors regarding appropriate procedures and/or techniques to assist them in conducting inspections; consults with inspectors on difficult or complicated aspects of code enforcement and fire prevention; answers questions from subordinates regarding the appropriate interpretation of codes; monitors the actions and behaviors of subordinates to ensure that they are consistent with SFFD policies, practices, and procedures; relays information (in writing) from superior officers to subordinates to ensure that Departmental and related functions are carried out as directed; evaluates the work of subordinates based on the appropriate codes to ensure that codes are interpreted correctly; etc.
2. In counseling and evaluating subordinates: evaluates employee's work performance for the purpose of completing performance appraisals by reviewing written reports and other documents submitted by employee and observing the employee's performance in the field; discusses performance and behavioral issues individually with subordinates in an attempt to resolve them in an informal manner; counsels subordinates regarding work-related and non-work-related problems or concerns to help resolve problems that impede work performance; etc.
3. In conducting activities related to training and professional development: attends training sessions held by H-32 Captain or other personnel on issues related to conducting inspections, changes in codes, and other job-related topics; attends Officer's meetings to present information to peers and superior officers; attends Officer's meetings to gather information from peers and superior officers in order to present information to subordinates; etc.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE PREVENTION
Job Code: H22**

4. In performing record-keeping and document review activities: reviews and prioritizes contents of in-basket to ensure that all work is completed or filed by specified or reasonable deadlines; reviews SFFD Bureau of Fire Prevention report forms for completeness, accuracy, and compliance with Department procedures; maintains files and office filing systems; logs building/construction plans into the computer by contractor or tenant number; etc.
5. In performing activities related to report writing and correspondence: keeps a journal of daily activities or unusual occurrences, including who is present at work and what activities are scheduled and/or accomplished in order to document the amount and type of work that is completed; uses the computer to prepare written guidelines for office policies and procedures that apply within the unit; completes annual performance evaluation forms on subordinates to document work performance and performance goals; edits inspector's written responses to inquiries or complaints to ensure accuracy, completeness, diplomacy, and proper spelling and grammar; reviews memos and reports prepared to ensure that content includes proper actions, suggestions, and referrals, and that appropriate personnel receive copies; reviews letters and memos from the Fire Marshal requesting the interpretation of applicable codes; etc.
6. In performing activities related to community relations: responds verbally to questions and/or complaints from concerned parties (e.g., owners, contractors, inspectors) about special projects, fire codes and violations, inspections, and plans; explains to contractors why an inspection was not passed; maintains consistency in the interpretation of applicable codes; refers citizens to the appropriate authority or agency based on their request so that citizen can obtain needed information or services; explains the appropriate interpretation of codes to contractors, building owners, architects, engineers, and designers, etc.; listens to explanations of construction code problems from contractors; questions contractors, building owners, engineers, etc., regarding issues or problems related to applicable codes; etc.
7. In aiding or conducting inspections: conducts inspections of buildings and/or establishments by special request of Chief, inspector, building owners, building managers, construction contractors, licensing or permit boards, or other City departments to ensure compliance with life safety code requirements or to expedite inspection processes; assists inspectors in conducting inspections when they have questions concerning codes, permits, or other fire prevention activities; keeps appointments of absent inspectors; conducts inspections or reviews proposals that modify approved plans to determine conformance with applicable fire and building codes; visually inspects exit areas to ensure that they are unobstructed at public assemblages; discusses code enforcement/ interpretation issues with superior officer to determine appropriate actions to take; etc.
8. In reviewing plans for compliance with codes: checks plans to see if they have been correctly routed to the appropriate personnel; visits sites during remodeling and new construction to ensure that approved plans are being followed and accurately completed; checks plans with building inspectors, electrical inspectors, fire protection engineers, and others to determine if submitted plans can be approved; researches local, state, and national fire and building codes in order to apply knowledge of these regulations in reviewing building plans; reviews plans with inspectors as needed in order to ensure correct documentation of the actions taken or recommended for a particular building

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: LIEUTENANT, FIRE PREVENTION

Job Code: H22

- plan; etc.
9. In performing activities related to the development and management of special projects: confers with City attorneys to obtain information about possible legal implications of implementing a special project; prepares an outline and/or written proposal of specific steps that will need to be taken to implement and carry out a special project or policy; provides written reports regarding the status of a special project or policy to supervisor and other superior officers on a regular basis; provides oral reports regarding the status of a special project or policy to supervisor and other superior officers on a regular basis; etc.
 10. In performing activities related to code enforcement and managing the permit process: explains process whereby a permit can be obtained; refers follow-up inspections to district inspectors to ensure that safety violations found during an inspection are abated per instructions; researches and investigates businesses through site inspections, walk-through, and questioning to assess if fire permits are needed; etc.
 11. In working with others: actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; attempts to judge superiors, subordinates, and peers on the basis of their performance, not perceptions (e.g., rumor or prejudgments); communicates (gives information) effectively with superiors, subordinates, and peers from different cultures and backgrounds; shares his or her work experience with peers; effectively communicates his or her understanding of information provided orally by superiors, subordinates, peers, and citizens; attempts to contribute to a pleasant atmosphere within the work unit; takes the initiative to get tasks done at an emergency incident or during training; interacts with persons from different backgrounds, cultures, and lifestyles without letting it upset him or her; asks subordinates questions during training to ensure that they understand; attempts to improve himself or herself to perform the job better; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the streets, and traffic laws and patterns in the City; the Department's rules, regulations, policies, procedures, bulletins, and training bulletins; relevant Civil Service rules and regulations; Department manuals related to fire suppression and fire fighting; codes, standards, and ordinances related to fire prevention and fire suppression systems; fire science and fire behavior; computer software programs; Bureau computer tracking systems; and the uses, capabilities, and limitations of fire suppression and fire fighting equipment.

Ability to: direct and monitor subordinates; review plans for compliance with codes; aid in the conduct of and conduct inspections; write logical and accurate reports and correspondence, including creating documents on the computer; train and develop self and others; work effectively with others; maintain accurate records and efficiently review documents; counsel and evaluate subordinates; foster and maintain effective community relations; expeditiously develop and manage special projects; and efficiently enforce code and manage the permit process.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training,

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE PREVENTION
Job Code: H22**

experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Permanent status and successful completion of probationary period in class H-4 Inspector or H-6 Investigator.

OTHER REQUIREMENTS: Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Driver license.

PROMOTIVE LINES

To: H-32 Captain

From: H-4 Inspector or H-6 Investigator

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INVESTIGATOR, FIRE DEPARTMENT
Job Code: H-6**

INTRODUCTION

Under general supervision, investigates the cause, origin, and circumstances of fires to ascertain if of incendiary origin, or caused by failure to comply with State, City, or County codes covering fire prevention and public safety; investigates false alarms; interrogates suspects; interviews and secures witnesses and gathers evidence for hearings; provides expert testimony when necessary; prepares accurate and detailed investigative reports; and performs other duties as assigned.

DISTINGUISHING FEATURES

An H-6 Investigator is distinguished from an H-2 Fire Firefighter and an H-4 Inspector in that the H-6 is a licensed peace officer. An H-6 Investigator is distinguished from an H-24 Lieutenant in that the Lieutenant has supervisory responsibilities, and the Investigator does not. It is distinguished from an H-2 Firefighter in the latter's primary responsibility for the suppression of fires, and from an H-3 Firefighter Paramedic in the latter's responsibility for EMS tasks and the suppression of fires.

SUPERVISION EXERCISED: This position has no supervision responsibilities.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. In investigating fire scenes: attempts to identify and get to the area of origin of the fire in order to preserve that area; follows burn, heat, and smoke patterns to identify the area of origin of the fire; clears the area of origin of the fire and ensures that coroner is called to the scene if fire has resulted in a death; evaluates the area of origin for heat/fire damage, point of origin, cause of fire, and potential ignition sources; makes determination of cause of the fire; determines whether a crime has been committed in connection with a fire; identifies and preserves evidence at the scene of a fire; collects evidence in place in accordance with Bureau of Fire Investigation standard procedures or what has been found to be acceptable in court (e.g., unit guidelines, standard procedures, etc.); prepares evidence in accordance with Bureau of Fire Investigation guidelines and standard procedures; documents evidence collected on evidence control sheets as required by the National Fire Incident Reporting System (NFIRS); collects evidence if the incident is an incendiary fire or if evidence of criminal activity is present; sets evidence aside (e.g., for building owner) in the case of a non-criminal fire; interviews persons who may have relevant information regarding their observations about a fire; determines whether a suspect should be detained or arrested (if probable cause has been demonstrated); etc.
2. In performing tasks related to report writing: prepares SFFD Fire Investigation Report (BFI Form 1); prepares Arson Task Force Evidence Report; attempts to prepare reports that convey information clearly and concisely; attempts to ensure that narrative reports (e.g., nine-step category report) follow the order required by Bureau of Fire Investigation standard procedures; submits reports to his or her immediate supervisor for review; takes notes during the investigation and reduces them to the Investigative Report; etc.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: INVESTIGATOR, FIRE DEPARTMENT

Job Code: H-6

3. In performing tasks related to communicating with or disseminating information to others: communicates orally (via telephone or face-to-face) with Chief officer, company officer, firefighters, supervisors, Public Information Officer (PIO), police officers, and Fire Marshal regarding fire investigation activities; provides Chief with a description of events at the scene of a major incident; communicates with PIO regarding the basic details of a fire; communicates to supervisors (i.e., lieutenants and captains) the particulars of an incident for purposes of coordinating fire investigation; communicates with Chief and police officers for purposes of follow up; communicates details of a fire to the Bureau of Alcohol, Tobacco, and Firearms agent assigned to assist in the investigation, and requests a computer model; etc.
4. In performing tasks related to handling subpoenas: obtains subpoenaed documents that the Bureau of Fire Investigation possesses; refers subpoenaed documents to other appropriate agencies where the documents reside; accepts fees for responding to subpoenas (for both records and court appearances); receives in-box subpoenas from District Attorney's office to testify in cases concerning fire investigation (e.g., preliminary hearing in criminal cases, jury phase of criminal trials, civil matters, juvenile hearings, and depositions); etc., in performing activities related to handling subpoenas.
5. In performing activities concerning participation in legal proceedings related to fire investigations: discusses with the District Attorney the role of the investigative report in the legal case; discusses with the District Attorney the preparation of evidence for trial (e.g., sending physical evidence through the criminal lab for testing, having photographs developed and prints obtained); participates in face-to-face pretrial conference with the District Attorney to prepare and discuss investigator's testimony (e.g., answers to provide to questions likely to be asked in court) responds under oath to questions asked at trial (in direct testimony and on cross-examination) regarding fire investigation; explains actions taken at the scene of the fire (e.g., what was done to determine where the fire started and to identify its cause); etc.
6. In working with others: actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out case assignments completely (not half-heartedly); does all that is possible to complete case assignments (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying a case assignment; effectively communicates his or her understanding of oral information from persons and peers at fire scenes; attempts to improve himself or herself to perform the job better; etc.
7. In performing tasks related to assisting in the execution of search and/or arrest warrants: physically assists with arrests by directing police officer to the area; physically assists with arrests by handcuffing suspects; physically assists with arrests by reading Miranda warnings to suspects; collects evidence at premises being searched; transports evidence from premises being searched; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: fire behavior; what constitutes evidence in a fire investigation; the Department's rules, regulations, policies, procedures, and training bulletins; Department manuals; techniques for preserving and processing evidence; factors needed to establish probable cause for an arrest; procedures for securing a fire scene; the use of deadly force; laws relating to fire

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: INVESTIGATOR, FIRE DEPARTMENT

Job Code: H-6

investigation and search and seizure; NFPA 1033; and the Bureau of Fire Investigation Policy manual.

Ability to: work effectively with others; perform the physical aspects of the job including navigating in a fire building, identifying and accessing area of fire origin, determining whether area in fire building is safe, and moving fire debris; properly and effectively use Fire Department equipment including power tools and hand tools; and communicate effectively both orally and in writing to Department members, members of the public, and personnel from other agencies.

Skill in: accurate use of firearms, and use of self-defense and arrest techniques.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Permanent status and successful completion of probationary period in class H-2 Firefighter or class H-3 Level III Firefighter Paramedic.
2. Four years experience as a firefighter.
3. Response to 100 fires (structure, vehicle, trash, grass, or wildland).
4. Successful completion of State Fire Marshal Courses Investigation 1A and 1B
5. Successful completion of Department of Justice Fingerprint Search.
6. Successful completion of background felony check.
7. Successful completion of psychological examination.
8. Successful completion of polygraph examination.

OTHER REQUIREMENTS: Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

LICENSE AND CERTIFICATION

Valid PC832 Certification (classroom and range) or P.O.S.T Certification

Possession and maintenance of a valid California Driver license.

PROMOTIVE LINES

To: H-22 Lieutenant, H-24 Lieutenant

From: H-2 Firefighter or H-3 Level III Firefighter Paramedic

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INVESTIGATOR, FIRE DEPARTMENT
Job Code: H-6**

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INSPECTOR, FIRE DEPARTMENT
Job Code: H-4**

INTRODUCTION

An H-4 Inspector may be assigned to any of a number of positions in the Bureau of Fire Prevention and Public Safety, such as district inspections, plan check, or specialist (high-rise/permits/institutions). Under direction from an H-22 Lieutenant, the H-4 Inspector inspects existing structures, new construction, and alterations to ensure fire code and applicable building code compliance; enforces fire prevention and public safety codes; handles complaints, including identifying and investigating possible violations; determines the severity of these violations and acts accordingly; develops action plans to correct violations; issues citations; conducts research to identify and document violations; provides information to the public on fire safety issues; maintains a working knowledge of current fire codes, applicable building codes, and fire suppression techniques; interacts with the Fire Marshal and other Department officers and personnel, private contractors, and the general public; documents and provides follow-up for all relevant activities; and performs other related duties as required.

DISTINGUISHING FEATURES

H-4 Inspector is an entry-level position in the Bureau of Fire Prevention and Public Safety class series. It reports to the respective H-22 Lieutenant of the Bureau. It is distinguished from the H-22 Lieutenant by the Lieutenant's responsibility for supervising, counseling, and evaluating subordinates. It is distinguished from an H-2 Firefighter in the latter's primary responsibility for the suppression of fires, and from an H-3 Firefighter Paramedic in the latter's responsibility for EMS tasks and the suppression of fires.

SUPERVISION EXERCISED: This position has no supervision responsibilities.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 309, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. In inspecting existing structures, building, and public assembly sites: inspects particular buildings (e.g., high-rises) annually or on a scheduled basis for life safety issues; inspects buildings such as day care centers, offices, stores, apartments, and other multiple-use dwellings, hotels, factories, restaurants, and theaters for life safety issues; inspects buildings for life safety issues upon receipt of complaint from citizens, fire suppression officers, Department of Public Health (DPH), San Francisco Police Department (SFPD), Department of Building Inspection (DBI), or Human Services Agency; inspects fire safety systems, fire department elevator functions, sprinkler systems, smoke control and detector systems, fire alarm systems, and other fire safety equipment for proper installation, location, operation, and servicing; cleans and maintains equipment (such as air sampling devices) to detect flammable gases and/or toxic vapors; inspects and submits reports regarding buildings involved in greater alarms to determine if there were any fire code violations; inspects occupancies for fire clearance at request of other agencies (e.g., SFPD, Planning Department, DPH, etc.) who are issuing permits; inspects fire protection equipment associated with food preparation equipment (e.g., commercial food cookers, hood and duct systems, and hood fire suppression systems) to determine if they are in compliance with fire codes; visually inspects buildings for those

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: INSPECTOR, FIRE DEPARTMENT

Job Code: H-4

factors that impact life safety to ensure that fire codes are met, there are no obstructions, egress is protected, and rated hardware and assemblies are appropriate; witnesses that required testing of life safety equipment is properly conducted by building engineers, contractors, or life safety equipment representatives; directs required testing (to industry standards) of life safety equipment by building engineers, contractors, or life safety equipment representatives; visually inspects public assembly sites in response to reports of violations to determine whether fire safety problems exist; checks occupant load permit during inspection of public assembly structures for possible fire code violations; inspects and monitors fire safety compliance at public assembly events; inspects portable fire extinguishers for type, appropriate tags, capacity, location distribution, and maintenance; determines when a particular building or structure requires a re-inspection; arranges appointments by telephone or in person for inspections; correctly and accurately completes fire inspection reports regarding required occupancy inspection, interdepartmental referrals, and public complaints; effectively plans and prioritizes daily activities; examines records of tests conducted on life safety equipment to ensure fire codes are met; observes housekeeping of building (facility) to ensure no hazardous conditions (e.g., oily floors) exist; informs building representative if additional life safety equipment is required to meet fire codes; observes during inspections when unauthorized life safety modifications have been made to a facility; conducts fire inspections at the request of law enforcement agencies (e.g., SFPD, FBI); notifies fire suppression officers of special hazards in response area, such as unoccupied buildings with transients; informs fire officers of special conditions that were noticed during inspections; etc.

2. In inspecting new construction and major alterations: approves final occupancy for buildings; visually inspects new structures and major alterations to ensure compliance with plans approved by DBI and SFFD plan check unit; reviews plans and blue prints on site to ensure compliance with State and City laws, codes, and ordinances pertaining to fire prevention; discusses with property owner, developer, contractor or other representative the fire code requirements and required fire safety devices to be installed, maintained, and operated; conducts preliminary visual inspections (in new construction and alterations) of fire fighting equipment and heating, ventilation, and air conditioning systems (HVAC) as it pertains to life safety to ensure compliance with fire codes; conducts periodic and follow-up inspections (as work progresses in new construction and alterations) of fire detection and fire safety equipment to ensure compliance with fire codes; visually inspects new construction or alteration sites to ensure proper life safety systems are in place and operating while construction is ongoing; discusses in pre-construction meetings with contractors, inspectors, building representatives, and other individuals, the life safety requirements, fire codes, unique circumstances, potential problems, and other life safety issues related to particular buildings; reviews plans and blue prints of new construction or alterations to reconcile differences between actual construction and the approved building plans for fire code compliance; visually inspects building construction to determine whether actual construction is consistent with fire code requirements and the approved building plans; checks to determine whether plans for new construction and alterations are followed; checks to ensure that any deviations to approved plans for new construction or alteration conform to fire code; examines building plans to ensure that fire safety devices are installed in appropriate locations; observes tests conducted by contractors or other representatives of fire detection and suppression

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INSPECTOR, FIRE DEPARTMENT
Job Code: H-4**

- equipment, emergency lighting, exit signs, sprinklers, etc.; directs tests conducted by contractors or other representatives of fire detection and suppression equipment, emergency lighting, exit signs, sprinklers, etc.; directs firefighters on how to perform regular inspections of hydrants, cisterns, or other water supply sources; signs off on inspections after reviewing proper documentation (e.g., job card); informs building representative of process to follow for alternate forms of fire protection; conducts final inspection of fire protection equipment and life safety systems to determine their compliance with manufacturer's specifications and fire codes; discusses objectives, methods, and results of tests and inspections with contractors, building representatives, or life safety equipment representatives; discusses with contractor or building representative any deviations from approved building plans which were observed during building inspection; determines during inspections whether hazardous materials are properly stored; coordinates with other inspectors (e.g., building, electrical, plumbing) in inspecting new construction sites; etc.
3. In handling complaints: discusses complaints with complainant in person or by phone in order to determine the exact nature and description of the problem; visually inspects building for which complaint has been received to determine if there is a fire code violation; prioritizes complaints received to ensure that most serious (e.g., blocked exits or out-of-service fire systems) receive immediate attention; redirects complainant concerning non-fire safety problems on phone or in person to appropriate agency; handles phone or written referrals from fire department officials or other agencies (e.g., DBI, SFPD, DPH) regarding complaints that need to be investigated; receives complaints while serving desk duty and completes complaint data entry forms for investigation by appropriate inspector; prepares information for City Attorney, when necessary, to secure inspection warrant or other steps toward code compliance; testifies in court regarding inspection findings, and serves as expert witness in fire/life safety-related matters for City Attorney or District Attorney; writes letters to persons who have complained about a fire safety problem, detailing results and outcomes of investigations; writes letters to complainants and/or building representatives indicating how complaint is to be handled or resolved; tags systems "out-of-service" when appropriate; explains to owner or building representative the life safety problems encountered during the inspection, how to comply with fire code, and when the problems must be abated; completes Fire Inspection Tracking System (FITS) form to document how complaint was handled; answers questions from a complainant (e.g., a tenant) regarding whether a particular problem is a fire code violation and determines whether a site visit is necessary; documents inspection activities regarding complaints for possible use in litigation; etc.
 4. In handling violations: assesses seriousness of a fire code violation in order to determine how much time should be given to correct the problem; re-inspects fire safety violations, as required, in order to determine whether required repairs have been completed; determines whether fire safety violations/citations that have not been corrected should be referred to supervisor; recommends order to abate against property to prevent sale or transfer to elude compliance with fire codes; notifies appropriate authorities whenever apartment houses, hotels, motels, or any other building is found occupied without proper permit of occupancy; requests revocation of permit of any business, enterprise, or activity that is considered a fire hazard; if immediate abatement order is not followed, requests assistance from supervisor or SFFD Battalion Chief to ensure compliance; assesses nature of complaint to determine if a Notice of Violation or

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: INSPECTOR, FIRE DEPARTMENT

Job Code: H-4

- citation should be issued; collects fees for SFFD permits; assesses seriousness of violation to determine if building should be evacuated or construction halted; recommends through supervisor to Fire Marshal that "stop-work" order be issued if new construction or alterations create a fire hazard, and requests that injunction be issued if work continues; writes up violations and required actions concerning fire safety investigations for use in responding to inquiries by other officials, insurance agencies, etc.; writes letters to individuals responsible for fire code violations describing the exact code violations and the actions that are required to abate the violation; fills out forms and reports necessary for alerting other agencies (e.g., local building department, State Fire Marshal's Office, and HSA) regarding needed actions; issues citations at public assembly events if compliance is not forthcoming for problems such as blocked exits, aisle spacing, and overcrowding; issues notices of violation and/or citations for fire code violations; gathers information from complainant, building representatives, and tenants to assess whether a complaint is warranted; etc.
5. In conducting research: researches San Francisco Fire Code, Uniform Building Code with San Francisco Amendments, NFPA Guidelines, state codes, housing code, etc., in the process of conducting inspections and writing reports; researches records of the Assessor's Office in person or by phone in order to determine the owner/responsible party of a building charged with fire code violations; researches building history information on computer, microfilm, and in paper files to determine previous violations, building records and current activities; maintains a comprehensive new building development file in order to provide information needed for future inspections; discusses fire codes with other public safety officials to determine which codes apply to a particular fire safety problem; provides documentation of building representative's fire safety records and maintains files from inspections for use by the court in cases involving fire safety violations; confers with appropriate city and state agencies to ensure the validity of licenses and permits; maintains district files containing letters of correspondence and ongoing inspections of buildings until each project is completed; seeks advice when necessary from coworkers and supervisors regarding life safety issues; writes correspondence to the Fire Marshal or other appropriate person to suggest code changes, additions, or modifications; provides information on the history of a building, fire violations, complaints, and other such information for input into the computer system; etc.
 6. In performing activities related to public relations and training: refers questions that they are unable to answer to specialists (e.g., hazardous and flammable materials, permits, high-rise, hospitals, jails, or day care centers); communicates verbally the purpose of inspections to owners and tenants in order to educate the public on safety issues; responds by phone or in person to requests from members of the public regarding fire code information; gives presentations on fire safety issues (as directed by supervisor) in order to educate the public; distributes pamphlets, reference materials, and videos in order to educate the public; verbally explains the Fire Code regulations to members of the public; writes correspondence to members of the public concerning fire code regulations; responds to the public verbally or in writing with information regarding federal, state, and City fire codes; trains newly-appointed fire inspectors in the procedures of the prevention division and in the interpretation of the various codes and bureau policies as requested by immediate supervisor; verbally presents fire safety and inspection information to other inspectors after attending seminars, courses, or special lectures; attends fire drills when requested; etc.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: INSPECTOR, FIRE DEPARTMENT

Job Code: H-4

7. In self development: reads and becomes familiar with applicable building and fire codes, such as Uniform Building Code as modified for San Francisco, State Fire Marshal Handbook, and Housing Codes; reads technical documents pertaining to fire safety in order to maintain current job knowledge; reads SFFD administrative bulletins to maintain current knowledge of code changes and code interpretation; discusses fire prevention and investigation practices, procedures, etc., at conferences, seminars, and workshops; attends classes and seminars to further expand scope of knowledge; maintains firefighter skills by keeping current with fire suppression practices and procedures; etc.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the procedures to be followed when reporting a fire code violation; rights of entry for inspection of fire code violations; common, prevalent violations that are likely to exist in buildings (e.g., blocked access, illegal wiring); the operation of fire suppression equipment, such as fire sprinklers, extinguishers, stand pipes, etc.; the structure and operations of the SFFD; what constitutes a billable inspection; proper safety procedures to follow when making inspections (e.g., wearing safety equipment when necessary); the rules and regulations of the SFFD regarding conduct as an inspector and representative of the SFFD (e.g., proper chain-of-command, proper uniform); suppression procedures and fire ground tactics to ensure that life safety equipment is installed and located in a manner consistent with fire safety standards.

Ability to: obtain information from a caller who may be emotionally upset; speak in a polite, courteous manner; reassure a caller that a problem will be resolved; communicate with persons from a wide variety of backgrounds; communicate why a violation is a problem for the violators as well as for the City; explain the limits and responsibilities of the BFP; write letters that communicate the required information concerning the fire inspection issue; describe fire inspection issues briefly and succinctly in writing; express required information in writing in a manner that presents the facts accurately; maintain a written log that provides the details required for use by others, such as supervisor; read and interpret letters, reports, and fire code manuals; comprehend and learn from SFFD manuals and fire code references; recognize life safety situations that are not in compliance with code requirements; locate fire code statutes to determine legal sources that are relevant to the complaint; select, organize, and present information in a logical order; determine which situations should be referred to a supervisor; avoid becoming involved in situations that may compromise the ethical standards of fire inspectors; stay calm in stressful situations; make decisions under pressure or in an emergency; represent and promote the professional image of the SFFD; work in coordination with all BFP personnel including other H-4s, civilian inspectors, and supervisors; and interact effectively with people from a wide variety of cultural and socio-economic backgrounds.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: INSPECTOR, FIRE DEPARTMENT
Job Code: H-4**

announcement.

Permanent status and successful completion of probationary period in class H-2 Firefighter or class H-3 Level III Firefighter Paramedic.

OTHER REQUIREMENTS: Essential duties require the following physical skills and work environment: Ability to work in a fast paced office environment; must work in potentially hazardous and dangerous situations; work in inclement weather, from heights, in tunnels, or other risky conditions. Positions may require specialized knowledges, skills, or abilities and qualifications depending on assignment.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Driver license.

PROMOTIVE LINES

To: H-22 Lieutenant, H-24 Lieutenant

From: H-2 Firefighter or H-3 Level III Firefighter Paramedic

ORIGINATION DATE:

AMENDED DATE: September 10, 2009

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN