City of Alpharetta
EMPLOYMENT OPPORTUNITY

Position Title: **Part-Time Fire Prevention Officer** (24 hours per week)
Department: **Public Safety**
Division: **Fire Prevention & Inspection**
Salary: $21.83/hr. -- $27.51/hr.
GRADE: E
FLSA: Non-Exempt

**Job Summary**
Under general direction of the Fire Marshall or Assistant Fire Marshall performs responsible, technical, and specialized work in the field of fire and life safety inspection, fire investigation, code enforcement, advanced plan checks and reviews, and researches codes; issues permits for the control of hazardous materials, hazardous processes and public assembly, checks building plans for compliance with fire and life safety standards, performs a variety of duties related to conducting fire safety education programs; participates in firefighting, emergency medical services, rescue, and hazardous materials; provides responsible technical support to the Fire Marshall and Assistant Fire Marshall.

**Overview of Duties, Responsibilities and Position Requirements**
- Makes inspections of industrial plants, certain commercial establishments and places of public assembly, determines compliance with applicable code and ordinances, writes reports and generates necessary correspondence to obtain code compliance and issues appropriate permits.
- Checks plans for new building construction and confers with other concerned City departments to determine compliance with fire and life safety requirements and makes necessary contacts with developers, property owners, architects, engineers, and contractors; follows through with related field inspections and tests.
- Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate and follows through with the City Attorney’s office when necessary to secure abatement.
- Plans and conducts educational programs on fire safety, water safety, injury prevention, CPR and first aid; speaks before school groups and other organizations on public safety, fire prevention and other public safety subjects.
- Advises and assists in the formation of evacuation and emergency action plans for large public and private buildings; prepares and maintains records and reports related to all activities.
- Participates in Fire Department training programs relating to particular areas of expertise; participation may be advisory to the training division or may involve organizing lesson plans and providing instruction under direction of the training officer; participates in firefighting training evaluations to maintain skills and proficiency in suppression.
- Responds to emergency calls to assist in departmental operations in areas of particular expertise, e.g., unauthorized discharges chemical spills, system malfunction, investigation regarding origin, cause and responsibility of fire hazardous conditions.
- May issue citations to gain compliance.
- Conducts investigations related to apprehending and prosecution of suspected arsonists, and evaluates fire scenes to determine origins and cause of fires, fix responsibility and performance of building construction and protection systems.
- May be requested to perform complex field inspections for conflict resolution in the areas of architectural, construction, hazardous materials, alarm systems, and sprinkler systems as it relates to new or existing buildings.
- May be requested to climb ladders, scaffolding, trenches, or crawl in areas of confined spaces, while in the performance of fire investigation duties or field inspections.
- May be placed in hazardous environments (smoke, heat, and toxic levels) while performing fire investigation duties.
- May be called upon to use heavy and or specialized equipment to dismantle, or collect evidence for prosecuting the crime of arson.
- Performs other duties as assigned.

**Knowledge of:**
- Methods and techniques of fire department administration.
- Fire hazards and prevention requirements, inspection procedures, firefighting methods and techniques, and equipment used in modern firefighting.
Hazardous materials storage, use, handling and plan review.
- The principles and practices of fire cause and fire origin investigations.
- Arson investigations, investigative case preparation and court testimony.
- Pertinent federal, state, and local codes, laws, and regulations including health and safety codes, uniform building codes and uniform fire codes.
- Methods and techniques of public education pertinent to fire prevention and safety.
- Local geography, including the location of water mains, hydrants, major fire hazards of the City and City streets.
- Principles and techniques of research and analysis.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety practices.
- Methods and techniques of public relations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**
- Assist in planning, organizing, coordinating and directing the City’s Public Safety Fire Prevention Program.
- Use appropriate safety tools, equipment and apparatus for fire investigations.
- Perform inspections and detect violations of applicable codes and regulations.
- As needed, conduct preliminary thorough and detailed fact-finding inspections and investigations into fire incidents including evidence-gathering and preservation.
- Read and interpret codes, regulations, technical reports and building plans.
- Prepare clear, concise records and reports.
- Learn the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Prepare and present professional fire safety presentations to civic organizations.
- Work cooperatively with other departments, City officials, and outside agencies.
- Effectively represent the Fire Prevention Program to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Act quickly and calmly in emergency situations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM TRAINING AND QUALIFICATIONS:**
*Any combination of education and experience sufficient to successfully perform the essential functions of the job is qualifying.*
- High school diploma or GED equivalency; supplemented by college level course work or specialized training in fire code inspection, fire prevention, fire science, or a related field is desirable.
- At least 21 years of age.
- Four years of experience in fire prevention inspection, including investigation and/or enforcement of fire-related codes, or a related field.
- Must possess and maintain a valid Georgia Emergency Medical Technician (EMT) certification.
- Completion of state-certified Fire/EMT Basic Training Courses consisting of 120 hours; must be maintained in a valid status.
- Must possess and maintain a valid Public Fire and Life Safety Educator I certification from the office of Georgia Public Safety Training Center (GPSTC).
- Must meet minimum physical fitness requirements of the Standard for Fire Fighter Professional Qualification Code (NFPA1001) as published by the National Fire Protection Association within 12 months of employment.
- Must possess and maintain a valid Georgia driver’s license with appropriate endorsement.

**FILING DEADLINE:**
Please submit: (1) a cover letter of interest, (2) resume, and (3) employment application. All documents may be submitted electronically by e-mail to kbott@alpharetta.ga.us or fax to 678-297-6041. If you are mailing your submission, send all documents to: Kathy Bott, Recruitment Manager, City of Alpharetta, 2 South Main Street, Alpharetta, GA 30009. Completed application packages will be received until July 11 at 5:00 p.m.

**POSTED:** June 27, 2013  
_Equal Opportunity Employer_