

CITY OF HAYWARD

SENIOR FIRE TECHNICIAN

DEFINITION

Under general direction from their assigned supervisor, performs advanced paraprofessional and technical work involved in the receipt, processing and review of fire permit applications, in the issuing of fire and related permits. Coordinates the permit process with City staff in other departments, acts as lead to assist other Fire Technicians as required.

DISTINGUISHING CHARACTERISTICS

Advanced journey-level position in which the incumbent should have a higher level of knowledge and experience than journey level Fire Technician. This position works with minimal supervision from an assigned supervisor and requires the exercise of independent judgment. Incumbent is expected to have full knowledge of permit tracking software and of City procedures related to permit tracking and routing, and calculating fees. Incumbent is expected to be able to advise and assist contractors, developers, architects, engineers, and homeowners in the procedures necessary to obtain permits.

SUPERVISION RECEIVED

Receives general supervision from an assigned supervisor.

SUPERVISION EXERCISED

May exercise functional supervision over Fire Technicians and clerks assigned to the Office of the Fire Marshal.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Oversees fire permit process; receives inquiries, and reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal fire codes, regulations, requirements, and other applicable established criteria.

Functions as liaison and single-point-of-contact for developers with City fire services and design review staff; coordinates action and workflow within the Fire & Hazardous Materials and with other City departments and outside agencies.

ESSENTIAL DUTIES (continued):

May serve as permit coordinator for special projects.

Oversees the processing, entering and auditing of billing information in the City's financial system for fire department new construction and annual fire safety permits.

Perform extensive responsible and complex computerized data entry, data organization, and records access.

Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.

Researches, compiles and summarizes a variety of information and data regarding fire, hazardous materials and related issues, such as occupancy uses and property histories; prepares various reports, statements or logs.

Provides information and instruction regarding fire and hazardous materials review, permitting processes, weed abatement procedures, and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.

Develop and monitor the implementation and improvement of policies and procedures.

Provides lead direction and training for assigned staff to ensure effective operations; may plan, assign, oversee and review daily work and related assignments.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

California Fire Code, California Building Code and other applicable federal, state and local laws related to area of assignment.

City permit and plan check procedures, rules, regulations and guidelines.

Principles and practices of leadership, motivation, team building and conflict resolution.

Policies and procedures of fees assessment.

Principles and practices of customer service.

English usage, spelling, grammar, and punctuation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Modern office methods, procedures, computer equipment, and computer software applicable to assignment.

Ability to:

Interpret, apply and explain policies and procedures related to area of assignment.

Read and interpret documents and plans.

Review documents related to fire department operations; observe, identify and problem solve procedural issues.

Review construction drawings and plans related to occupancy classifications, construction types, and plan and specific plan specifications.

Interpret, apply and explain the basic provisions of the California Fire Code, California Building Code and other applicable federal, state and local laws related to area of assignment.

Process fire inspections, new construction and annual life safety permits.

Use advanced research techniques and resolve questions from the public, outside agencies and other City departments.

Use a personal computer and a variety of software applications.

Operate modern office equipment, including computer equipment and specialized software applications and programs.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Organize work, set priorities and meet critical time deadlines.

### EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years in building, construction, plan check and/or fire prevention or two (2) years as a Fire Technician II

Education: Equivalent to an Associate's degree from an accredited college or university in fire science, planning, or related field.

Licenses and Certificates: Possession of an International Code Council Permit Technician Certificate or ability to obtain certification within first six (6) months of employment.

### SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or other related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

Job Code TBD Senior Fire Technician

July 2018

EEO Code: 03

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt