

Menlo Park Fire Protection District

FIRE PREVENTION COORDINATOR

(Non-safety, full-time, non-exempt, AFSCME, benefited position)

Class Description

Definition

Under general supervision of the Fire Marshal, the Fire Prevention Coordinator performs a variety of complex clerical and technical work in support of activities of the Fire Prevention Bureau. Assignments may include, but are not limited to: coordinating the fiscal functions of the Bureau relating to accounting and purchasing; reviewing site plans; permit issuance; maintenance of fire prevention records; providing basic information on Fire Codes and applicable ordinances to applicants; directs visitors as necessary; and performs related work as required.

Distinguishing Characteristics

This classification is distinguished by the performance of tasks in support of the fire prevention function. Work is performed independently and incumbents possess well-developed office and administrative skills and have familiarity with the technical work to perform the day-to-day counter and phone responsibilities of providing development, code enforcement, and building information to contractors, design professionals, and the public.

Typical and Important Duties

1. Assists in the preparation of the budget and accounting for fire prevention, community disaster preparedness, weed abatement, hazardous materials, and the public education programs.
2. Receives and reconciles cash transactions.
3. Assists in preparing financial reports for the fire prevention budget.
4. Prepares fiscal status reports as needed.
5. Provides information regarding development, permit requirements, housing, code enforcement, building inspection, and related processes.
6. Responds to questions about plan check progress, explains procedures to applicants (owners, contractors, developers) and the general public.
7. Applies specific codes, rules, and regulations related to code enforcement and building inspection.
8. Receives plans and related documents for review, ensures that the applications and sets of plans are complete and contain the required information; ensures that the contractors possess appropriate insurance and bonding documentation.
9. Reviews, verifies the accuracy and completeness of information in accordance with code and local ordinances; assists applicant in completing the permit application process.
10. Calculates all related fees, collects funds, and issues receipts.
11. Maintains accurate records of inspections made and other related business; prepares reports for review and/or action by other interested individuals or agencies; issues permits.
12. Develops and prepares manuals, letters, publications, and other Bureau literature.

13. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
14. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of finance, accounting, bookkeeping, and purchasing.
- Office and records management.
- Problem solving skills to create positive outcomes.
- Applicable general fire and building codes, District ordinances and laws relating to fire prevention.
- Applicable general construction terminology and processes.
- Applicable federal, state and local laws, rules, and regulations.
- Procedures associated with construction permits.
- Principles and practices of public relations and public education.

Ability to:

- Exercise initiative and creativity in performing assigned duties.
- Prepare accurate and concise reports.
- Acquire a thorough knowledge of, and correctly apply, District fiscal systems, policies, regulations and codes.
- Analyze and resolve specific application, plan review, and permit questions and issues.
- Understand general information presented on construction plans and specifications.
- Maintain records neatly and accurately.
- Understand and comply with Federal, State, local and District rules and regulations.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations.
- Recognize and preserve confidentiality regarding sensitive information learned in the course of the job.

Skill in:

- Interpreting and applying applicable federal, state, and/or local laws, rules, and regulations.
- Speaking in public and giving presentations.
- Basic keyboarding.

- Operating a personal computer and appropriate worked-related applications, such as word processing, spreadsheet, calendaring, and e-mail systems, and fire prevention applications, etc.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years increasingly responsible office administrative accounting, community development, or planning experience. Experience in the interpretation of regulations, codes, or review of minor technical submittals is preferred. Minimum one year of experience working directly with the public with a focus on providing customer service. Additional business or related college may be substituted for one year of the required experience.

Training: Equivalent to an Associate Degree in business, public administration, accounting, or a closely related field. A Bachelor's Degree is desirable.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.
- Successful completion of the following California State Fire Service Training and Education Systems programs or equivalent within three years of employment is required: Fire Prevention 1A, and 1B certificates.

NOTE: Positions may be filled at the Administrative Assistant level or at this level. If hired at the Administrative Assistant level, promotion to this class shall be based on requisite years of service in the prior classification, satisfaction of educational requirements, quality of performance, likelihood of success in the higher classification, and the needs of the District.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit for extended periods of time; lift and carry 25 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; use repetitive arm, hand, finger, wrist, leg, or foot motions.

Work Environment: Mobility to work in a typical office setting.

Ability to: May travel to different sites and locations for training or other work-related activities; drive safely to different sites and locations; maintain a safe driving record.

Approved: January 2008
Revised Date: October 2007
Former Titles: Administrative Specialist
Abolished:
Bargaining Unit: AFSCME
ADA Review:
DOT:
Physical: Class
Status: Non-exempt

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Fire Prevention Coordinator
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EEOC Category:

Job Code:

Resolution #: 1326-2009

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