

Summary of Duties: Plans, organizes, and directs the work of Fire Inspectors, Fire Protection Engineers and Fire Protection Engineering Associates engaged in the fire and life safety review of building plans and field inspection for new construction projects; performs professional engineering work in the application of engineering principles to problems of safeguarding life and property against loss from fire, explosions and related hazards; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Senior Fire Protection Engineer directs and coordinates the engineering and code research activities for the Fire Department. By supervising the Fire Department's construction plan checking and permit issuance activities, this position has the authority to implement, approve, or change board procedures, approval standards and departmental regulations. This position assumes the major responsibility for recommending the Fire Department's position on major projects and coordinates the liaison efforts between the Building and Safety Department and the Fire Department.

This class is distinguished from a Fire Protection Engineer in that the Senior Fire Protection Engineer performs the more difficult and responsible engineering work in directing the engineering and research activities of the Fire Department. The incumbent reports to a Fire Assistant Chief and works without technical engineering supervision. Incumbents in the class of Senior Fire Protection Engineer, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties: Plans, directs and coordinates the engineering and research activities for the Fire Department; assigns fire protection projects involving development of performance standards, enforcement methods, City and State legislative proposals and amendments, Department regulation changes, and other matters to appropriate units; participates in and reviews the findings of engineering conferences to set standards on new plans and specifications; examines and makes determinations on applications for modifications of local and state fire regulation requirements; approves or disapproves recommendations on fire hydrant locations and fire access road requirements; supervises the Fire Department's construction plan

checking and permit issuance activities and directs implementation or changes of procedures, approval standards, and Department regulations as warranted.

Approves scheduling of subordinates to meet section

responsibilities for field inspection, branch and headquarters office activities; conducts or supervises training in enforcement requirements, design trends, new construction methods, business or manufacturing methods, and other relevant matters to keep personnel abreast of current developments.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications:

A Good Knowledge of:

- o Supervisory principles and practices including: planning, delegating and controlling the work of subordinates.
- o Techniques of training, instructing and evaluation of subordinate work performance.
- o Techniques for counseling, disciplining, and motivating subordinate personnel.
- o Procedures for grievance handling.
- o Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- o Effective safety principles and practices.
- o Principles of mathematics, physics, chemistry, electricity, and hydraulics as applied to fire protection engineering.
- o Fire protection engineering principles and practices.
- o Sources of fire protection information.
- o Building construction and standards to prevent loss of life by fire including means of escape.
- o Design, installation and use of manual and automatic fire extinguishing devices and systems.
- o Methods to reduce and control fire hazards and to restrict the spread of fires.
- o City Fire Code provisions, and applicable standards of the National Fire Protection Association, American Petroleum Institute, Department of Transportation, State Division of Industrial Safety, and other specifications and performance standards incorporated in regulations enforced by the Fire Department.

- o Investigation and handling of the legal prosecution of Fire Code violations.
- o Organization of the Fire Department and its interrelationship with other City Departments.

A Working Knowledge of:

- o Memoranda of understanding as they apply to subordinate personnel.

A General Knowledge of:

- o City personnel rules, policies and procedures.

The Ability to:

- o Establish and maintain a work environment to enhance both employee morale and productivity.
- o Apply sound supervisory principles and techniques.
- o Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.
- o Make fire engineering research studies and make analyses under laboratory and field conditions.
- o Deal tactfully and effectively with government officials, employees, and the public.
- o Write clear, accurate and concise reports.
- o Receive assignments in general terms and plan, layout and direct the work of subordinates.
- o Represent the Fire Department and City in conferences, hearings and meetings relating to fire engineering.

Minimum Requirements: Two years of professional engineering experience at the level of Fire Protection Engineer is required for Senior Fire Protection Engineer.

Registration: Registration as a professional Engineer with the California State Board of Registration for Professional Engineers is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation ,
be capable of performing the duties of some of the positions in these e
classes. Such determination must be made on an individual basis i n
light of the person's limitation, the requirements of the position ,
and the appointing authority's ability to effect reasonable e
accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55
of the Administrative Code, this specification is descriptive ,
explanatory and not restrictive. It is not intended to declare e
what the duties and responsibilities of any position shall be.