

City of Dallas
Classification Specification

Title:	Fire Prevention Officer Trainee I	Class Code:	44201
Application:	Career Series	Pay Grade:	F2-1
Supplemental/Code:	Protective Service Workers/7	Established:	10/01/94
FLSA:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Temporary training classification used to qualify and train candidates underfilling Fire Prevention Officer positions. Employee participates in a formal training program to become certified by the Texas Commission on Fire Protection Standards as a Fire Inspector.

Essential Functions:

1. Attends a four month recruit training course providing classroom and field instructions to learn to make a wide variety of inspections of commercial, industrial, and residential buildings to enforce the Fire Code and related codes, ordinances, and laws relative to control and elimination of fire hazards.
2. As assigned may assist in presenting public fire safety educational programs at civic and school meetings to give demonstration and instruction in fire prevention and elimination of fire hazards.
3. Performs related duties as assigned.
4. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Must have general knowledge of building construction.

Must have ability required to learn technical details of fire prevention and inspection work.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must have knowledge of basic principles of public relations.

Ability to deal effectively with the public in regulatory work.

Must pass state required fire inspector examination during training period.

Sixty semester hours with a C average or better from an accredited college or university.

Must have a valid State of Texas Class C Driver's License.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Normal office conditions; accident and health hazards negligible while in classroom instructional period.

Requires frequent walking, standing, climbing and descending stairs while observing field inspection activities.

Subjected to possible minor injuries when observing inspections of commercial, industrial, and residential buildings.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.