POSITION DESCRIPTION

POSITION TITLE: Fire Prevention Specialist
POSITION STATUS: Full-time Paid; "At-Will"
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Deputy Chief of Operations
ASSIGNED TO: Prevention Division
EFFECTIVE DATE: November 2, 2026

This position description is established by the Falcon Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Fire Prevention Specialist. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the direction of the Fire Chief or their designee, and working collaboratively with the Deputy Chief of Operations, the Fire Prevention Specialist is responsible for developing, implementing, administering, and enforcing the District's fire prevention and life safety programs.
The position works closely with the Colorado Springs Fire Department Prevention Division (CSFDPD), El Paso County Planning & Community Development, Pikes Peak Regional Building Department, local water districts, engineers, architects, designers, contractors, developers, and other applicable agencies and stakeholders.
The Fire Prevention Specialist promotes community risk reduction through the development and enforcement of fire codes, standards, and regulations; conducting fire and life safety inspections; reviewing development and construction plans as needed; providing public education; and ensuring compliance with applicable fire and life safety requirements.
The position is responsible for coordinating with CSFDPD on new construction plan reviews & inspections, completing existing commercial fire inspections, development access and water plan reviews, code enforcement activities, and fire investigations in accordance with applicable federal, state, and local laws, regulations, and adopted codes.
Additionally, the Fire Prevention Specialist performs administrative duties as assigned by the Fire Chief or their designee and assists with the Prevention Division's budgeting, purchasing, and resource management activities.

REPORTING RELATIONSHIP:

The Fire Prevention Specialist works under the direct supervision and guidance of the Deputy Chief of Operations.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Development and implementation of the districts fire codes, fire prevention policies, procedures, and educational programs.
2. Schedules, and conducts inspections of existing structures as required for compliance with fire codes and life safety standards.
3. Conduct follow-up assessments to verify compliance with fire codes and applicable statutes.
4. Coordinates all new construction plan reviews and inspections with CSFDPD. Assists during inspections of new construction, remodels, fire detection and/or fire suppression systems.
5. Review, approve and inspect as necessary all plans related to new subdivisions or developments for roads, access, water mains and location of fire hydrants or fire cisterns.
6. Issues, monitors and inspects special use and hazardous materials permits as required by the applicable Fire Code.
7. Manage fire watch and red-tag programs, including issuing corrective actions, coordinating fire watch personnel, and ensuring the timely resolution of code violations.
8. Respond to alarms as needed or requested to Provides technical expertise to assist in the preservation of evidence and to determine the origin and cause of all suspicious or undetermined fires within the Falcon Fire Protection District.
9. Prepare detailed fire inspection reports, hazardous material summaries, and other correspondence.

10. Creates and maintains data and records regarding fire inspections, investigations, fire prevention, and public education.
11. Works closely with all divisions within the department to provide for the highest degree of fire prevention efficiency and accuracy.
12. Work closely with members in the creation, updating and maintenance of building pre-plans.
13. Assists the Training Division with the development and implementation of personnel training in code enforcement, inspection practices, and evidence preservation techniques.
14. Work with various agencies in the promotion and development of fire and life safety codes, standards, policies and procedures.
15. Serves as a member of various committees as assigned and represents the district at meetings of elected officials, planning commissions and various outside organizations.
16. Plan, develop, and administer fire prevention and life safety education and training programs, prepare presentations and demonstrations to District members and citizen groups of all sizes.
17. Prepare public safety announcements and news releases relating to fire/life safety.
18. Attends regular training sessions to learn, refresh and practice new techniques in fire prevention, fire inspection, fire cause and determination.
19. Performs regular maintenance of District assigned apparatus, tools and equipment so they are kept clean and in good working order.
20. Performs maintenance of stations and grounds to ensure they are kept clean, safe, stocked, locked and in good working order.
21. Perform such other administrative duties as may be assigned by the Fire Chief or their designee from time to time.
22. Maintain positive working relationships with members and supervisors, and engage professionally and positively with contractors, developers, the public, and community building partners in a manner that exemplifies the Fire District's mission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of current Fire Codes and related NFPA Standards, fire suppression practices, building design and construction practices, fire inspection, fire investigation and fire prevention practices.
2. Ability to review and analyze data for program development.
3. Ability to effectively work and interact with diverse groups within the community and the Fire District.
4. Demonstrate a comprehensive knowledge of the district's rules, policies and procedures, including but not limited to the rules, policies and procedures contained in the District's Member Handbook and Standard Operating Procedures and Directives.
5. Ability to comply with and operationalize the district's Mission, Vision, Values and Motto.
6. Proficiency in the skills, methods and knowledge required for the position, and a commitment to keep abreast of current developments in the fire, fire prevention and emergency medical fields.
7. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions. Demonstrate mature, professional and appropriate conduct at all times and in all places.
8. Ability to create a work environment in which members can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
9. Demonstrate the ability to recognize and accept constructive criticism.
10. Ability and initiative for continual self-development;
11. Consistent ability to work as needed to achieve results and/or meet targets within established time frames.
12. Possess effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and subordinates.
13. Ability to adapt to necessary changes in operations; willing to try new ideas.

14. Ability to make sound decisions in extremely stressful and life-threatening situations. Willing to make timely, fact-based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluate results for effectiveness.
15. Ability to handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
16. Ability to use mechanical skills to perform basic maintenance and repairs work on District stations and associated equipment.
17. Maintain proficiency in the operation of electronic devices, including wireless phones, tablets, computers, mobile data computers, global positioning systems (GPS) devices, and land mobile radios.
18. Ability to use Microsoft 365 applications, PDF management software, mapping software, Blue Beam, Firezone, and other software required for the position.

MINIMUM QUALIFICATIONS:

Experience:

- Three (3) years of experience in fire prevention, fire inspection, and fire investigation, including development plan review, new construction and existing commercial inspections.

Formal Education:

Associates Degree or higher in a fire or management related field and/or any combination of education and experience qualifying the employee for the position as determined by the Fire Chief.

Certificates, licenses:

- Must possess and maintain a valid Colorado driver's license or be eligible to obtain within 30 days.
- ICC Inspector I, CO DFPC Fire Inspector I
- IAAI Fire Investigation Technician
- CPR/AED certification within 30 days
- High School Diploma or GED

Be eligible to obtain within one year of hire the following:

ICC Inspector II, CO DFPC Fire Inspector II

PHYSICAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical requirements

Strength and Mobility – Must have mobility to move to and from various points within the facilities as well as mobility within the outdoor environment; Ability to lift and/carry up to 50 lbs.

Auditory – Ability to understand and follow oral instructions in the English language.

Verbal – Ability to participate in routine conversation in person or via telephone in the English language.

Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including construction sites and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions may be required occasionally.
3. This position requires standing, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, climbing, reaching over head, reaching away from body, and repetitive motion.
4. Member will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and up to one hundred degrees (100 degrees) Fahrenheit.

5. Members work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment and burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Members work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
7. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
9. May require evening and weekend availability for community events and emergencies.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description.

_____ _____

Signature Date

_____

(Print Full Name)

_____ _____

Fire Chief Date