

Job Title: Fire Prevention Officer
Grade:
Department: Fire

Reports to: Fire Chief
Supervises: N/A
Revised: 02/20/2026

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I. Job Summary

The person in this position must possess all the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the **Fire Prevention Officer** function as it relates to all local, state, and federal guidelines. The Fire Prevention Officer reports to the Fire Chief and is responsible for all aspects of the department's Community Risk Reduction Program including public education, fire code inspection and enforcement, plans review, and fire origin, and cause investigation.

Additionally, the Fire Prevention Officer supports department administration in emergency management activities, facility pre-planning, maintaining property records, and community, "Right to Know" data.

The Fire Prevention Officer is responsible for assisting the senior officers with carrying out the departments' goals, objectives, fostering professionalism and reinforcing the Core Values of the City of Auburn. The Fire Prevention Officer must be able to perform the essential job functions required of the position in all weather conditions and under stressful circumstances.

The employee is expected to use management activities such as planning, organizing, and evaluating as these activities relate to the employee's scope of work. The employee will be evaluated upon the competencies identified below as well as activities identified in the 12-month planner, training reports, business visitation reports, mandated local, state, and federal reporting, and the necessary reporting requirements consistent with administrative goals and objectives. In addition, this position requires adaptable skills and abilities, the use of independent judgment, and a supportive organizational attitude. Finally, work outcomes and outputs need to be consistent and supportive of departmental mission statements, administrative goals and objectives, and the organization's core values.

II. Essential Functions

- Interprets and enforces the Uniform Fire Code, Life Safety Code and related codes and ordinances within the scope of the department
- Conducts plans review and inspections to ensure code compliance
- Coordinates department staff and resources in risk reduction activities by planning, assigning, and reviewing the work of firefighters assigned to these tasks
- Administers the department public education program
- Conducts investigations to determine the origin and cause of fires and refers investigations to other authorities as required by law

III. Duties and Responsibilities

- Collaborates with building code enforcement officials and the State Fire Marshal's office
- Uses judgement and initiative in interpreting orders, rules, regulations, procedures, and codes in emergency and non-emergency settings
- Possesses cognitive ability for research, analysis, problem solving, and professionally articulating findings verbally and in writing
- Follows all applicable administrative SOGs/SOPs
- Advocates for the public, city employees, and administration in a manner that is consistent with City of Auburn culture and administrative goals and objectives
- Is present, participates and offers suggestions and provides input during department meetings, and other group and team activities
- Follows the chain of command in accordance with administrative goals and objectives and local municipal code and charter
- Shares information with the Fire Chief on local, state, and federal laws that may affect employees and/or other departments
- Communicates observed hazardous conditions to fire department staff and administration
- Promotes (through appropriate behavior) a workplace environment conducive to employee productivity, conveys a professional public image, and is organized in terms of computer/paper file management, document management, and information management
- Possesses and/or develops the necessary skills and abilities to effectively and successfully administer management activities appropriate to the scope of work for the Fire Prevention Officer including, but not limited to developing/directing, coordinating, scheduling, budgeting, data analysis, and professional reporting
- Offers suggestions as to how the organization can improve, identifies weaknesses and forwards said information to supervisor
- Refrains from engaging in activities that are not commensurate with training, or outside the scope of one's authority
- Immediately reports to supervisor any activities witnessed, or made aware of, that violates city policies including, but not limited to, safety and health hazards, workplace violence, sexual harassment, as well as any waste, fraud, or abuse of city property or equipment
- Performs other duties as assigned
 - Must be able to perform job-related duties and tasks

IV. Other Job-related tasks

- Interprets and enforces the Fire Prevention Code, Life Safety Code, and related codes and ordinances within the scope of the department
- Makes recommendations for fire prevention related expenses to the Chief during the preparation of the annual Fire Department budget
- Investigates fires to determine origin and cause of fire and estimates property loss
- Investigates complaints; recommends and enforces corrective procedures
- Trains firefighters in fire prevention practices
- Answers code enforcement related questions from the general public
- Reviews fire prevention codes and fire safety regulations and recommends changes as necessary

- Completes assignments as directed by the Chief

V. Peripheral Duties

- Coordinates the "Learn not to Burn" Program.
- Coordinates the Juvenile Fire Setter Intervention Program.
- Administers the department Knox Box program

VI. Additional Knowledge, Skills, and Abilities

Minimum Qualifications include:

- Progressively responsible fire service experience
- High school graduation supplemented by specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training
- Possesses and continuously develops the knowledge necessary to fulfill the duties and responsibilities of this position and profession
- Manages interpersonal dynamics; mediates; manages conflicts and issues; handles emotionally charged situations; initiates constructive conflict; identifies and solves problems; maintains a positive attitude; remains flexible to ever-changing situations; obtains and maintains a State of Maine Driver's license, and has a good driving record
- Maintains or develops proficiency with computer technology as it relates to this position and the organization's changing needs.

Preferred qualifications include:

- Associates Degree in Fire Science, Criminal Justice, or in a similar discipline from an accredited college and:
 - a. Pro-Board/IFSAC Fire Officer I
 - b. Pro-Board/IFSAC Fire Instructor I
 - c. Pro-Board/IFSAC Fire Inspector I & II, or NFPA Certified Fire Inspector (I&II)
 - d. Pro-Board/IFSAC Fire Plans Examiner
 - e. IAAI-Fit: Fire Investigator Technician

VII. Working Conditions/ Physical Requirements

The work environment of this position includes:

- Extensive knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods. Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances. Thorough knowledge of the street system and geography of the Town. Thorough knowledge of the water supply and hydrant system of the City. Ability to effectively work with, and maintain good working relationships with, other municipal officials, State and federal authorities and the general public.
- Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools.
- Work may be performed under typical emergency conditions consisting primarily of operations at fires, accidents, potential explosions, and hazardous emergencies. Work may be performed under stressful conditions, in poor weather and during nighttime. Work may involve considerable personal danger, including exposure to fire, toxic substances, and other hazards. This includes the physical demands of wearing and SCBA during fire investigations.