

El Dorado County Fire Protection District

**IS SEEKING APPLICATIONS FOR THE POSITION OF
Fire Prevention Specialist**

POSITION DESCRIPTION

GENERAL PURPOSE

Performs a variety of administrative and technical work related to fire inspection and prevention.

SUPERVISION

Works under the general supervision of the Fire Marshal

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects existing structures, construction and remodel sites for compliance with fire codes.

Resolves compliance problems with owners within scope of knowledge and authority.

Participates in the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.

Reviews and approves construction plans for code compliance.

Reviews and approves fire suppression systems plans for code compliance.

Reviews and approves fire alarm plans for code compliance.

Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.

Responds to complaints regarding fire code violations and fire hazards.

Issues warnings and citations for fire code violations.

Issues burn permits.

Maintains a variety of data and records regarding fire inspection or prevention activities; prepares reports regarding fire inspection or prevention as required.

Assists in the investigation of fire incidents.

PERIPHERAL DUTIES

Assists in other department administrative activities as assigned.

Instructs classes in assigned subject areas.

Assists in training new employees as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state and local codes and ordinances pertaining to fire and life-safety and building construction.
- Principles and practices of fire and life safety inspections and enforcement work, including their relationship to fire ground operations.
- Hazardous materials and their proper use and storage requirements.
- Fire extinguishing and detection systems.
- Basic fire science, fire technology and fire behavior.
- Types and uses for portable fire extinguishers.
- Mathematical calculations.
- Common word processing, spreadsheet and database software.
- Modern fire prevention principles, procedures, techniques and equipment. Building electrical, mechanical and fire codes.
- Inspection techniques; working knowledge of fire suppression techniques and equipment.

Ability to:

- Understand, interpret and enforce fire and life-safety codes and regulations.
- Read and interpret building and fire protection plans, specifications and codes.
- Conduct functional tests and field inspections of construction sites.
- Maintain records and prepare reports.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively apply standard fire prevention techniques.
- Act effectively in emergency and stressful situations.
- Follow verbal and written instructions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with employees, other agencies, and the general public.
- Meet special requirements.

MINIMUM QUALIFICATIONS

Education:

The education requirements may be modified at the sole discretion of the Fire Chief.

- High school diploma or GED equivalent.
- Desired education includes State Fire Marshal Approved Fire Prevention 1A, 1B and 1C, highly desired, Prevention Officer 1 or equivalent.

Experience:

- Three (3) years of full time fire prevention officer or inspector in a fire prevention bureau or building inspection department with duties that can

be directly related to the knowledge and ability requirements listed under position description.

- Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment; Extensive knowledge of building electrical, mechanical and fire codes; Extensive knowledge of inspection techniques; working knowledge of fire suppression techniques and equipment; working knowledge of first aid.

SPECIAL REQUIREMENTS

Must be 21 years or older;

Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;

No felony convictions or disqualifying criminal histories within the past seven years;

U.S. citizen; Must be able to read and write the English language;

Possess a current first aid certificate and CPR at time of appointment.

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Inspectors work a standard 40 hour per week schedule.

BENEFITS

- Annual Salary: \$43,680 - \$52,000, D.O.Q.
- Health: 80% paid by District, 20% paid by Employee
- Vision: 100% paid by District
- Dental: 100% paid by District
- CSFA Membership: 100% paid by District
- Long Term Disability: 100% paid by District
- P.E.R.S. 2% @ 55 100% paid by District
- \$20,000 Life Insurance Policy 100% paid by District
- \$10,000 Life Insurance Policy 100% paid by District
- Uniform Allowance \$150.00 per year
- Participation in Employee Assistance Program paid by the District
- Generous holiday pay, sick leave and vacation package

SELECTION GUIDELINES

- All applicants shall submit a resume outlining the applicant's qualifications, accompanied by a Fire District Application to the Administrative Office at 4040 Carson Road, Camino, CA 95709, or mailed to Post Office Box 807, Camino, CA 95709.
 - Fire District Applications may be obtained at the El Dorado County Fire Protection District Administrative office or on its web site @ www.eldoradocountyfire.com
 - Deadline: Friday, March 4th, 2012
 - *No postmarks or faxes will be accepted*
- Review of education and experience
- Written examination
- Oral examination by the Fire Chief or his designee
- Candidates being considered for employment must successfully complete a pre-employment physical examination, a drug and alcohol screen and background investigation

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SPECIAL REQUIREMENTS

Abstain from the use of all tobacco products