



Job Announcement Open - Promotional Opportunity

Deputy Fire Marshal
Non - Safety
(\$9,443 - \$10,169 Monthly Salary Range)

The Position:

Under the supervision of the Fire Marshal, the Deputy Fire Marshal assists in management of staff assigned to the Fire Prevention Division. The DFM performs fire prevention inspections on all occupancy types to enforce laws, ordinances and regulations pertaining to the control and prevention of fires, assists with the review of plans and specifications on new buildings and fire protection systems, and develops and administers public fire safety education programs and public-relations programs; investigates routine complaints of fire/life safety hazards, administers and enforces the District's weed abatement program.

To view more information regarding specific agency job description, pay, and benefits, please visit the district website at <http://www.aptosfire.com/>

Typical Duties:

- Conducts annual fire safety inspections to include but not limited to **A, B, E, F, H, I,** and **R and S** Occupancies.
- Inspects new and existing buildings for compliance with fire laws, ordinances and regulations concerning design, construction and installation of fire protection equipment.
- Develops fire and life safety education programs for presentation to business and employee groups, homeowners associations, public and private schools and other such groups that may have need of this type of information.
- Investigates complaints of fire hazards and prepares reports and abatement notices to obtain compliance on appropriate codes and ordinances.
- Manages the District's weed abatement program.
- Successfully completes assigned training sessions, seminars, and conferences.
- Assists with the review of plans and specifications for fire safe construction and appropriate designs of fire protection systems in accordance with established codes, ordinances, and fire protection standards adopted by the appropriate jurisdiction.
- Can function as the Fire District's Public Information Officer (PIO), as required.

Ability to:

- Perform fire safety inspections of buildings and fire protection equipment using the Uniform Fire and Building Codes, Title 19, and other related laws, codes, ordinances, and fire protection standards.
- Accurately interpret and effectively enforce laws, ordinances, and regulations relating to fire prevention.
- Identify life safety and fire hazards and determine corrective action.
- Understand and carry out verbal and written directions.
- Prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Maintain accurate records.
- Establish and maintain effective working relationships with the public and District personnel.
- Become a California State Certified Fire Inspector I and II.
- Bend, stoop, climb ladders, and crawl through small spaces.
- Work in spaces above ground level - roofs and multi-floor construction projects where need for sure footing and dexterity is critical.
- Use computer and a telephone.
- Lift and carry 25-50 pounds.
- Inspect confined areas such as trenches, attics, and sub-floor areas.
- Read detailed plans, warning placards, and ability to see fine details.
- Hear directions and warnings while working in a noisy (construction) environment.
- Work in environments that are dusty and at times inclement.

Application:

The Aptos/La Selva Fire District is accepting applications from individuals who meet the requirements of the position. Applicants will be required to submit a District application (available on our website or at HQ office) and a detailed resume at the Administrative Headquarters located at 6934 Soquel Drive in Aptos California, **no later than 1700 hours, Friday December 7th, 2018 (Postmarks not accepted).**

Testing Process:

Qualified applicants will participate in an oral board and Fire Chief's interview, tentatively scheduled for the week of December 17th, 2018. All successful candidates will be notified of the date and time for the oral board and Fire Chief's interview.

In accordance with District policy, failure to achieve 70% of any portion of the examination process shall be grounds for failure of the entire examination process.

Applicants who successfully pass the examination process shall be placed on an eligibility list based upon their final examination score.

The Fire Chief may use the rule of three in selecting the final candidate for the position from the eligibility list as outlined in the Districts Policy and Procedures Guideline Manual.

Special Instructions: Any prospective candidate will need to pass an extensive background investigation and physical examination.

Minimum Requirements: An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination of education equivalent to a high school education with experience in fire prevention, building inspection, public education or the building trades such as building construction, electrician or plumbing.

- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- Two years of experience in the preparation and delivery of educational programs and/or a minimum of two years of experience in code enforcement work, and experience with a computerized record system.
- OSFM Fire Inspector 1 Certification.
- Associates Degree in Fire Science or associated field.
- OSFM Fire Inspector II Certification within 24 months of hire.
- Successful applicants will be required to present acceptable documents evidencing identity and employment authorization.

The Aptos/La Selva Fire Protection District is an equal opportunity employer, and does not discriminate in recruitment, hiring, terms, conditions and/or privileges of employment on the basis of race, color, national origin, ancestry, citizenship or immigration status, sex, religion, sexual orientation, gender identity or gender expression, age, pregnancy or childbirth, physical or mental disability, genetic characteristics, marital status, military or veteran status, political affiliation, or any non-merit factor.