



Job Announcement Open - Promotional Opportunity

FIRE INSPECTOR
Non - Safety
(\$6,845 - \$7942 monthly)

The Position:

Under the supervision of the Fire Marshal, the Fire Inspector performs fire prevention inspections in 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.

The Aptos/La Selva Fire Protection District and The Central Fire Protection District of Santa Cruz County will be jointly using the eligibility list resulting from this recruitment. To view more information regarding specific agency job description, pay and benefits, please visit their web pages:

Aptos/La Selva Fire Protection District: <http://www.aptosfire.com/>

Central Fire Protection District: <http://www.centalfpd.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.

- Functions 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 Protection District is the host agency for this joint recruitment. The District is accepting applications on behalf of both agencies from individuals who meet the requirements of the position. Only one application packet is required (application and questionnaire available at our District Administration Office or at www.aptosfire.com).

Applicants will be required to submit:

- [District Application](#)
- [Supplemental Questionnaire](#)
- [Resume](#)

Attn: Director of Business Services, to the Administrative Headquarters located at 6934 Soquel Drive in Aptos California, **no later than 1700 hours, Monday, January 22, 2018. Postmarks, faxed or emailed submissions will not be accepted.**

Testing Process:

Qualified applicants will be required to complete a supplemental questionnaire and successfully complete an assessment center. The assessment center is tentatively scheduled for the week of January 29, 2018. All successful candidates will be notified of the date and time for the assessment center. Successful candidates will then participate in an interview session, date TBD.

Please refer to the District website for the supplemental questionnaire. Supplemental questionnaires are to be submitted with the candidate's application. The candidate may be evaluated using any of the following exercise dimensions including a written exercise, oral presentation, oral interview, manipulative diagnostic or analysis exercise or other similar process. The candidate's final score from the testing process will be heavily weighed from the assessment center.

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 list will be valid for both the Aptos/La Selva Fire Protection District *and* the Central Fire Protection District of Santa Cruz County.

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

Special Instructions:

Candidates being offered a position must pass a background investigation, DMV record review, and drug testing. In addition, candidates must pass an insurance eligibility review as prescribed by the District's insurance carrier.

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 experience in the preparation and delivery of educational programs and/or a minimum of two years experience in code enforcement work, and experience with a computerized record system.
- OSFM Fire Inspector 1 Certification within 18 months of hire.
- OSFM Fire Inspector II Certification within 36 months of hire.
- Successful applicants will be required to present acceptable documents evidencing identity and employment authorization.

The Aptos/La Selva Fire Protection District and The Central Fire Protection District of Santa Cruz County are both equal opportunity employers, and do 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.