

Aptos/La Selva Fire Protection District

LE 100 INSPECTOR

Job Description

THE POSITION:

The LE 100 Inspector performs defensible space inspections in accordance with Public Resources Code section 4291. This is a temporary position, serving under the direction of the Prevention Division Chief.

TYPICAL DUTIES:

50% - Defensible Space Inspections

- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) compliance for persons who own, lease, control, operate or maintain a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands or land that is covered with flammable material.
- Makes contact with landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness.
- Implements the inspection plan to efficiently cover the targeted areas and maximize public contact through Defensible Space inspections.

30% - Defensible Space Inspection Documentation

- Utilizes specified Departmental forms to document inspection results.
- Schedules and conducts re-inspections on property where necessary to ensure compliance with the law.
- For non-compliant properties, identifies the need for appropriate enforcement action and notifies the Fire Prevention Bureau of such.

15% - Report Writing and Records Management

- Receives, reads and reviews all documents related to Defensible Space inspections. Prepares and writes clear, concise and complete documents which include: Inspection Schedule, Notice of Fire Hazard Inspection, inspection completions, re-inspections and records of total number of inspections.
- Maintains orderly files for Departmental use containing all work completed.
- Utilizes computers, GPS units, digital cameras and other digital devices, as needed.
- Documents to be reviewed and approved by supervisor.

5% - Other Duties

- Completes required training.
- Other duties, as assigned.

KNOWLEDGE AND ABILITIES:

- Successful completion of required training, as a condition of employment.
- Interact successfully with the public.
- Problem solving skills.
- Prepare clear and concise reports.
- Able to work nights, weekends or holidays to complete duties.

MINIMUM QUALIFICATIONS:

- Graduation from high school or a GED.
- Possession of a valid California specialized license to drive departmental apparatus; ability to maintain required driver's license requirements as established by the Fire Chief.