



# **RANCHO SANTA FE FIRE PROTECTION DISTRICT**

## **Fire Prevention Intern Defensible Space Inspector**

**(TEMPORARY POSITION)**

**Salary: \$15 / hour (no benefits)**

The Rancho Santa Fe Fire Protection District (District) is seeking applicants to fill a temporary internship position in the fire prevention bureau. Interns will receive on-the-job instruction and perform work that will provide practical experience for those wishing to pursue a career in fire prevention. The successful candidate will have a traditional (Monday-Friday) 40 hour per week role unless a flex schedule is approved by the Fire District. Employment will not exceed five (5) months and the anticipated start date is April 20, 2020.

### **EXAMPLE OF DUTIES:**

Under the direct supervision of the Deputy Fire Marshal, the duties of the Defensible Space Inspector may include:

- Inspects Shelter-in-Place Communities or other District areas as assigned for compliance with applicable codes and ordinances.
- Enforces applicable codes and ordinances as required; sends out violation notices; meets with homeowners; meets with homeowners' associations; and ensures proper documentation of inspection activities.
- Conducts home safety inspections and provides fire safety guidance to homeowners.
- Performs daily inspection, cleaning and refueling services, as necessary, of assigned staff vehicle. A District owned tablet will also be available for the position.
- May perform other related duties as assigned by the Fire Marshal or Deputy Fire Marshal such as document retention, and front office coverage. As time permits, may work as a trainee on plan reviews and inspections.

### **MINIMUM QUALIFICATIONS:**

Age: Minimum age of 18 years is required.

Valid California Driver's License

Education: High School education w/completion of/or currently enrolled in Level I Fire Inspector courses.

Experience: Intermediate level using Microsoft Office (Word, Excel, and Outlook) is highly desirable. Experience in creating and editing ARCGIS Geographical Information System Maps is also desirable.

Knowledge and Abilities: Follow safe work practices, follow written and oral instructions; work as a team member; interact with the community and provide superior customer service. Communicate effectively (verbally and in writing). Must have the ability to work on their own and show self-initiative.

Applicants must be in good physical condition, with the ability to perform all tasks assigned. Must be capable of lifting up to 50 pounds without assistance, and be able to hike/walk up to three (3) miles per day over rugged terrain. *Must be a non-smoker. Uniform will be provided.*

Driving History: A District vehicle will be provided to complete work while on-duty. Applicants must possess a valid "Class C" California driver's license with a good driving record at the time of employment. **A satisfactory, California Department of Motor Vehicles (DMV) Driving Record shall be included with the application.**

Medical: The Fire District may require a physical examination and drug screen.

#### **APPLICATION PROCESS:**

A completed Fire District Application and a copy of the applicant's DMV Driving Record shall be delivered or mailed to the Administrative Office no later than 4:00 PM on March 31, 2020. Postmarks will not be accepted. If successful, interviews will take place the first part of April, 2020. Individuals desiring an application may pick up one in person by appointment at the Fire District Office or online at [www.rsf-fire.org](http://www.rsf-fire.org).

#### Business Office Address:

18027 Calle Ambiente  
Rancho Santa Fe, CA 92067  
Monday through Friday between  
8:00 AM and 5:00 PM

#### Mailing Address:

Rancho Santa Fe Fire Protection District  
P.O. Box 410  
Rancho Santa Fe, CA 92067-0410