

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



<b>Position Title</b>	Fire Prevention Specialist
<b>The Rancho Santa Fe Fire Protection District (District)</b>	<p>Under the direction of the Fire Marshal, the Fire Prevention Specialist will be responsible for performing a wide variety of fire prevention activities, including construction and technical inspections, plan review, fire investigations, public education, and defensible space inspections.</p> <p>In addition, the successful candidate must have excellent communication and interpersonal skills, be a self-starter, be organized and handle multiple projects and tasks simultaneously, and bring a positive attitude in a team atmosphere.</p>
<b>Duties</b>  <i>Essential job duties include ,but are not limited to, those outlined in the Job Description.</i>	<ul style="list-style-type: none"> <li>• Conduct inspections on construction sites and existing occupancies to ensure compliance with applicable Federal, State, and Local fire codes and regulations.</li> <li>• Review plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with safety requirements.</li> <li>• Review, evaluate, process, and maintain a variety of files related to fire prevention activities.</li> <li>• Complete data input and analysis of a variety of information related to fire prevention and occupancies.</li> <li>• Conduct public outreach and training sessions for various customers and audiences.</li> <li>• Prepare reports related to fire prevention activities.</li> <li>• Research, prepare, and issue fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies.</li> <li>• Assist the public, representatives of other public agencies, consultants, and other employees with technical inquiries.</li> <li>• Research and apply current codes and the codes that were applicable at the time of construction.</li> <li>• Attend a variety of continuing education classes, seminars, and/or meetings to remain current on applicable codes, regulations, policies, and procedures.</li> <li>• Develop and disseminate fire safety and code compliance materials and otherwise assist with public safety programs.</li> <li>• Participate in a variety of special projects related to fire prevention activities.</li> </ul>

## Duties

*Continued*

- Assist in the pursuance of legal remedies for non-compliance, including issuance of citations, preparing legal complaints, and testifying in court.
- Perform periodic and special events inspections to ensure compliance with applicable codes, and issue associated permits and notices.
- Investigate public complaints which involve immediate attention and resolution of issues.
- Conduct inspections for fire protection in wildland urban interface and intermix areas.
- Coordinate new construction and tenant improvement work, in conjunction with general contractors, architects, engineers, building officials, and other outside agencies.
- Conduct inspections to verify that construction and fire protection systems are installed in buildings per approved plans.
- Qualified investigators will conduct fire investigations to determine the cause and origin of fires.
- Performs non-hazardous staff duties during major emergencies.
- Performs other duties as assigned.

## Qualifications

*To perform a job in this classification, the individual must be generally able to perform the essential duties described in this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific job.*

Minimum age of 18 years is required

Valid California Driver's license.

### **Education**

- AA/AS Degree in Fire Prevention or Fire Technology or in a related field.

### **Certification**

- SFM Fire Inspector 1A-1D **-or-** Fire Prevention 1A-1C at time of application.
- PC832 within 12 months of employment.
- SFM Inspector 2A-2D **-or-** Fire Prevention 2A-2C is desirable
- Fire Investigation classes 1A-1B is desirable.

### **Knowledge**

- Knowledge of California Fire Code (CFC) and fire safety.

### **Skills**

- Communicate effectively with the public, both in person and by phone, occasionally in adverse situations.
- Operate computer hardware and software, including Microsoft Office at an intermediate level.

<p><b>Qualifications</b></p> <p><i>Continued</i></p>	<p><b><u>Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interact with the public in a courteous, tactful and positive manner.</li> <li>• Ability to maintain effective working relationships with co-workers, employees of other agencies and the general public.</li> <li>• Ability to read and interpret plans, blueprints, research regulations and/or technical reference materials; exercise independent judgment; communicate clearly and concisely both orally and in writing; operate personal computers.</li> <li>• Demonstrate initiative to identify and implement projects, tasks, or other activities that will further the organization’s goals in a reasonable and timely manner.</li> <li>• Ability to support, cooperate and interact with a diverse group of people and ask for assistance from other staff members as needed.</li> </ul>
<p><b>Physical Demands and Working Environment</b></p> <p><i>The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform, the essential job functions.</i></p>	<p><b><u>Physical Fitness</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b><u>Driving History</u></b></p> <ul style="list-style-type: none"> <li>• Applicants must possess a valid “Class C” California Driver’s License with a good driving record at the time of employment.</li> <li>• <b><i>A satisfactory, California Department of Motor Vehicles (DMV) Driving Record shall be included with the application.</i></b></li> </ul> <p><b><u>Medical/Drug Screen</u></b></p> <ul style="list-style-type: none"> <li>• The Fire District will require a drug screen.</li> </ul>
<p><b>Uniform</b></p>	<ul style="list-style-type: none"> <li>• Class B uniform and boots will be provided at Districts expense.</li> </ul>
<p><b>Vehicle</b></p>	<ul style="list-style-type: none"> <li>• The use of a District Vehicle will be provided during work hours.</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Reference Benefits Page.</li> </ul>
<p><b>Work Schedule</b></p>	<ul style="list-style-type: none"> <li>• Successful applicants may be assigned to work a 4/10.</li> <li>• Monday thru Thursday 7:00 am — 5:30 pm <b><i>or</i></b> Tuesday thru Friday 7:00 am — 5:30 pm (subject to change)</li> </ul> <p><b><u>NOTE:</u></b> Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency. As such, employees may be required.</p>

## Application Process

- All applications will be reviewed for completeness and the most appropriately qualified individuals will be invited to continue in the selection process.
- A completed Fire District application, resume, and required documents shall be hand delivered or mailed to the administrative office.  
***(See Job Flyer for details on address locations)***
- Resumes without application will not be accepted
- Postmarks will not be accepted
- Required Documentation for a completed application process:
  - Completed / Signed - Fire District Application
  - Resumé
  - Drivers License
  - DMV Driving Record
  - Certificates: SFM Fire Inspector 1A-1D **-or-** Fire Prevention 1A-1C
- The examination process for the position may include any or all of the following components:
  - ◇ Technical Interview – August 27, 2024
  - ◇ Oral Interview – August 28, 2024
  - ◇ Background Investigation
  - ◇ Drug Test
  - ◇ LiveScan