

FIRE PREVENTION INSPECTOR

FIRE DEPARTMENT

Can you use your investigative skills to make the community safer? Are you an experienced code enforcement professional with proficiency in conducting inspections and applying fire and life safety statutes to the benefit of the community? Then, the Fremont Fire Department may be the place for you!



**First Review of Applications:
5:00 pm on May 20, 2019**

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of \$205 million.

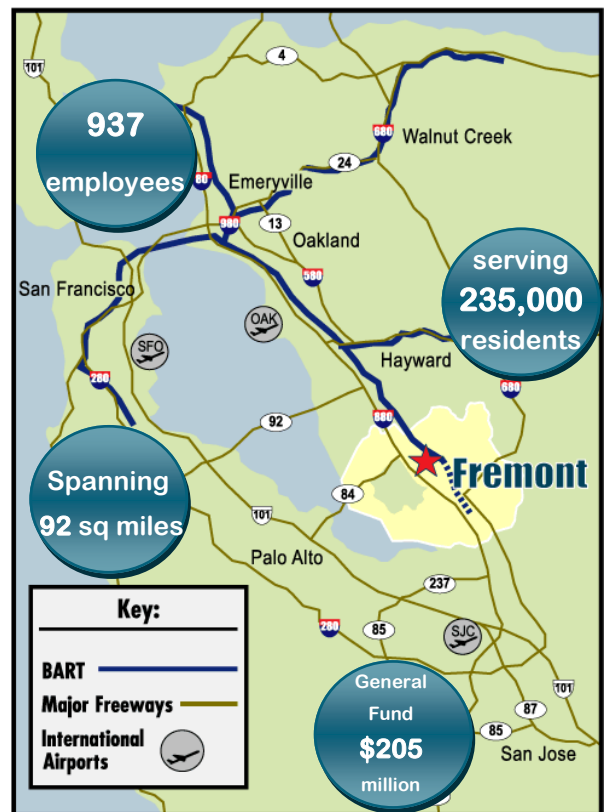
Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

As a member of City of Fremont's Fire Department, the Fire Prevention Officer will perform administrative, inspection, and technical tasks to assist in the implementation and enforcement of various fire and life safety statutes. Specifically, the incumbent will conduct fire and life safety inspections related to the City's Fire Code Compliance and Fire Prevention Programs. In this role, the Fire Prevention Officer is vital to the mission of the Fire Prevention Division to protect lives and property by reducing the factors which contribute to fires and environmental emergencies. The Fire Prevention Division currently regulates over 5500 occupancies for compliance with State and locally adopted codes and ordinances.

EXAMPLES OF DUTIES

- Inspect a variety of high occupancy residential, educational, institutional, commercial, industrial buildings and help oversee a large wild land-urban interface to ensure compliance with local, state and national fire codes, and building, administrative, environmental or public health codes, as applicable.
- Research codes for application and interpretation to various conditions; explain violations and appropriate mitigation measures.
- Test operation of installed fire extinguishing systems; notify owners and explain and discuss corrections required.
- Issue citations as may be necessary for continued non-compliance.
- Conducts interviews, field investigations and site surveillance.
- Assist with the investigation of fires at the discretion of the Fire Marshal.
- Prepare reports and maintain records of fire inspection and investigation work.
- Participate in large scale inspections and investigations with other City personnel or local agencies.
- Review work plans and issue permits for specialized commercial/industrial operations, public fires, and other activities with owners, architects, engineers, and construction managers on resolution of hazards and violations.



- Inspect sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits.
- May testify in court cases involving fire prevention, inspection or enforcement proceedings.
- Issue "STOP WORK" and "DO NOT OCCUPY" orders, write warning letters to negligent owners or contractors, and carry negligent cases through prosecution channels in situations of non-compliance where appropriate, may issue citations as appropriate.
- Develop and present fire safety education programs.
- Prepare written reports, legal documents, memos and letters.
- Participate in managing the weed abatement and Vegetation Management program.



CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: two years of undergraduate college course work **and** two years of experience enforcing codes and ordinances relating to planning, zoning, building, the environment or health and safety, **or** eighteen months of experience as a Code Enforcement Officer I with the City of Fremont.

Completion of the California Office of the State Fire Marshal Fire Prevention courses 1A, 1B, 1C or their equivalents, and/or ICC California UST Inspector certification is highly desirable.

A valid Class C California Driver's License is required at time of appointment. Must obtain Fire Inspector 1 and Fire Investigator 1 Certifications from the California State Fire Marshal's Office **and** complete Penal Code 832 Laws of Arrest Course within 1 year of appointment.



Tentative Recruitment Schedule

First Review of Applications: May 20, 2019

Oral Board Interviews: Week of May 27 or Jun 3

Departmental Interviews: Week of June 3, 2019

COMPENSATION & BENEFITS

The annual salary is \$79,668 - \$96,837 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#).

This is a City of Fremont Employee Association (CFEA) represented position with a probationary period of twelve (12) months.

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume and cover letter through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, background investigation, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660



FIRE PREVENTION INSPECTOR - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Fire Prevention Inspector position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Fire Prevention Inspector. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have enforcing municipal codes and ordinances (i.e. related to planning, zoning, building, the environment, or health and safety) ?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
2. How many years of professional experience do you have enforcing, specifically, fire and life safety statutes?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
3. Do you possess the Fire Inspector 1 and Fire Investigator 1 certifications from the California State Fire Marshal's Office?
 - Yes
 - No
4. Have you completed the Penal Code 832 Laws of Arrest course?
 - Yes
 - No
5. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - AA degree
 - Bachelor's degree or higher