SALARY:	$16.09 - $19.93 Hourly
OPENING DATE:	09/26/17
CLOSING DATE:	Continuous

DESCRIPTION:

Disclaimer*: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

POSITION PURPOSE:
Under immediate supervision, assists with a wide array of administrative and technical duties associated with programs overseen by the Fire Prevention and Environmental Protection Divisions of the Department of Fire-Rescue. These programs include, but are not limited to, activities regulated by the California Fire Code, oil well operations, hazardous materials and hazardous waste management, underground storage tanks, aboveground petroleum storage tanks, storm water run-off and industrial wastewater disposal.

SUPERVISION RECEIVED:

Receives immediate supervision from higher-level management or professional staff.

SUPERVISION EXERCISED:

None.

EXAMPLES OF ESSENTIAL DUTIES:

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

A. Held in Common:
- Supports the Mission of the City and its Elected and Appointed Officials.
- Exhibits loyalty to the City and its representatives.
- Provides courteous and timely service to the public as the ultimate employer.
- Works cooperatively with other City employees.
- Exhibits integrity and displays ethical behavior.

B. Essential Job Specific Duties:
- Provides general assistance and support to Fire Prevention and Environmental Protection Division technical and administrative staff.
- Provide direct assistance to the business community with data entry into the California Environmental Reporting System (CERS).
- Assist with educational outreach related to the programs administered by the Fire Prevention and Environmental Protection Division.
- Enter data and review reports generated from the Fire Prevention and Environmental Protection Division database system.

C. Other Job Specific Duties
1. Prepares materials for training presentations and assist in business training sessions.
2. Answers and directs telephone calls; assists the public at the counter with general questions, plan review submittals, and plan status; distributes informational materials.
3. Assist with implantation of the City's records retention policy and assist with the conversion of paper records to an optical imaging system.

TYPICAL QUALIFICATIONS:

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.

Knowledge of:
Environmental programs administered by a Certified Unified Program Agency (CUPA). Federal and State definition of hazardous waste and hazardous material. Physical and/or health hazards associated with common industrial chemicals such as acid, bleach, propane and ammonia. Basic understanding of the General Industrial Activities Storm Water Permit requirements. Desktop, laptop, and tablet computer devices and software; customer services practices; telephone etiquette. English usage, spelling, grammar, and punctuation. Modern office procedures and equipment including computers.

Ability to:
Communicate effectively with a wide variety of individuals; follow written and oral instructions; work with accuracy and attention to detail; effectively organize and prioritize assigned work; work independently in the absence of direct supervision; effectively organize and prioritize assigned work; effectively communicate verbally and in writing; perform arithmetic calculations; establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- Recent graduate or current enrollment in an accredited college or university preferably with upper division standing and completion of course work in biology, chemistry, environmental science, engineering, geology, toxicology or a related area*
- Basic knowledge of the California Fire Code.
- Some experience and knowledge of local government preferred.
- A valid State of California driver's license and an acceptable driving record.

*REQUIRED DOCUMENTATION:
The following documentation must be upload and submitted with your on-line application. **NOTE:** To ensure proper uploading of documents to on-line application record, it is best to reduce the file size of the electronic document before uploading:

- Unofficial college transcripts

Failure to provide the required documentation will result in your application being removed from further consideration.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.
- Work is primarily performed indoors with occasional off-site inspections.
- Noise level is quiet to moderate.
- Hazards are minimal.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.
- Sit for extended periods of time.
- Stand, walk, and bend.
- Push, pull, and reach overhead and above shoulders.
- See well enough to read documents and operate office equipment.
- Lift and move up to 25 pounds.

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FIRE & ENVIRONMENTAL SAFETY INTERN (PART-TIME/NON-BENEFITED) Supplemental Questionnaire

* 1. Which of the following best describes your level of completed formal education?

    ❑ High School Diploma/GED
    ❑ Some College
    ❑ Associate's Degree
    ❑ Bachelor's Degree
    ❑ Coursework beyond Bachelor's Degree

* 2. Are you currently a student pursuing an Associates, Undergraduate, Graduate, or Doctorate degree?

    ❑Yes   ❑No

* 3. What is your major/academic focus?

* 4. Do you possess basic knowledge of the California Fire Codes?

    ❑Yes   ❑No

* 5. Do you possess a valid California Driver's License?

    ❑Yes   ❑No

* 6. Which of the following best describes your skill level utilizing Microsoft Word? (Please select one only)

    ❑ None
    ❑ Beginner (type, change font and page settings, use pre-set templates)
    ❑ Intermediate (mail-merge, tables, text boxes and flow charts)
    ❑ Advanced (use macros, define fields)

  7. Which of the following best describes your skill level utilizing Microsoft Excel? (Please select one only)

    ❑ None
    ❑ Beginner (enter data and use simple arithmetic functions)
    ❑ Intermediate (manipulate .cvs files, the use of functions and link data from other worksheets)
    ❑ Advanced (use pivot tables, macros and/or XML functions)

* 8. Which of the following best describes your skill level utilizing Adobe Acrobat? (Please select one only)

    ❑ None
    ❑ Beginner (create PDFs from various sources, convert scanned documents to PDF, search a PDF, locate document properties)
    ❑ Intermediate (use bookmarks, create links, drag-and-drop editing, add comments, use tracking, mark up document, apply a stamp)
    ❑ Advanced (javascript actions, remove sensitive content, certify a document, optimize a document for various uses/audiences, conduct shared review, purge/rebuild index, edit with batch processing)

* 9. Proof of education document(s) must be uploaded and attached to your online application. By selecting "Yes" to this question you acknowledge that failure to provide required documentation will result in your application being removed from further consideration.

    ❑Yes   ❑No

* Required Question