



CITY OF GLENDALE
 Human Resources Department
 613 E. Broadway, Room 100
 Glendale, CA 91206
<http://www.glendaleca.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Fire/Environmental Safety Specialist**

An Equal Opportunity Employer

SALARY: \$4,660.00 - \$7,152.00 Monthly

OPENING DATE: 04/17/17

CLOSING DATE: Continuous

FLSA STATUS: Non-Exempt

EXAMINATION TYPE: Promotional and Open Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

Under supervision, individuals in this civilian/non-sworn classification series perform fire prevention and environmental inspections and plan checking to enforce compliance with Federal, State, and municipal laws and regulations, and provide education and technical assistance concerning life safety, fire prevention, and hazardous materials methods. This is the entry-level classification in the series. Works under general supervision to fulfill the duties of the position.

Essential functions of the job include, but are not limited to, the following:

Assists in the implementation of policies, procedures and guidelines related to the City's Unified Program. Identifies facilities required to disclose their hazardous materials and hazardous waste inventory, aboveground and underground storage tanks, and hazardous waste treatment operations. Reviews inventory disclosure forms, business emergency plans, underground storage tank permit applications, monitoring plans, and response plans.

Inspects and enforces all elements of the City's Unified Program (Hazardous Waste Generator Program, On-Site Hazardous Waste Treatment Program, Aboveground Petroleum Storage Act Program, Spill Prevention Control and Countermeasure Plan, Underground Storage Tank Program, Hazardous Materials Release Response Plans and Inventory Program and Hazardous Materials Management Program), and the City's Industrial Waste Program.

Inspects business occupancies generating hazardous waste and/or treating hazardous waste to verify proper waste disposal activities, EPA numbers, accumulation time of hazardous waste containers, proper manifesting, record keeping, reporting, and training compliance.

Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, and hazard communication labels and materials safety data sheets.

Inspects business occupancies owning or operating underground and/or aboveground storage tanks to verify and regulate tank removal and installation projects, leak detection and tank

monitoring, site assessment and remediation activities. For aboveground storage tank sites verifies implementation of a spill prevention control and countermeasure plan as required by the State Water Board.

Inspects business occupancies discharging waste into sewers to assure compliance with industrial waste regulations. Inspects dimensions and operation of floor drains, sand traps, settling tanks, clarifiers, neutralizing tanks, grease or lint removal equipment and other equipment used in the pretreatment of industrial waste.

Takes samples for laboratory analysis and makes appropriate field tests for hazardous waste or industrial waste contaminants in order to determine if waste material needs to be regulated as hazardous waste or if the discharge will impact the Publicly Owned Treatment Works (POTW).

May act, when directed by Fire Management, as technical advisor for the Fire Department's hazardous materials response unit in the mitigation and containment of hazardous chemicals during fires or spills.

Inspects structures to gain compliance with Federal, State and local fire safety laws and regulations. Inspects and determines whether fire protection equipment is properly designed, installed and maintained.

Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.

Interprets fire and life safety laws and regulations and provides technical advice and assistance. Evaluates and analyzes building plans, structures and systems to insure adequate fire protection and conformance with Federal State and local fire safety laws. May represent the City in Household Hazardous Waste Collection activities.

Prepares and maintains associated written and statistical reports and records using proper office equipment. Assists in establishing and maintaining effective office and field procedures.

Keeps abreast of emerging trends and practices in all aspects of fire/environmental safety work.

Drives on City business.

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

May have the opportunity to participate in related Departmental cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers.

Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Federal, State and local environmental rules and regulations.
Federal, State and local fire prevention laws and regulations.
Fire prevention and inspection methods, equipment and programs.
Hazardous and industrial waste sampling and testing requirements.
Legal requirements for gathering evidence and preparing court cases.
Modern firefighting principles and procedures.
Principles of combustion.

Knowledge of and skill in:

Exceptional customer service practices.

Ability to:

Communicate effectively in English, both orally and in writing.
Deal calmly with irate individuals and tolerate verbal abuse.
Deal effectively with the public, City staff and other public agencies.
Develop necessary skills and meet standards of performance for the classification by the end of the probationary period.
Establish smooth working relationships and effectively resolve interpersonal conflict.
Exercise judgment and discretion in problem situations.
Foster a teamwork environment.
Handle confidential information with discretion.
Keep accurate records.
Listen carefully to understand others.
Make independent judgment based on standard policy or procedure.
Model and practice the highest standards of ethical conduct.
Operate a computer and related software programs.
Provide exceptional customer service to those using the Fire Department.
Read and comprehend complex technical documents.
Read and interpret building plans.
Read, write and comprehend directions in English.
Review permit applications for completeness and accuracy.
Speak before large groups.
Train others.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.
Work overtime as requested.

Experience

Three years of recent experience performing responsible fire/environmental safety work.

Education/Training

A Bachelor of Science Degree in a related field.
A Bachelor of Science Degree in Civil Engineering, Architecture, Fire Protection Engineering, Environmental Science or a related field may substitute for three years of recent experience performing responsible fire/environmental safety work.

Successful completion of all required coursework and training in order to comply with at least one of the six elements identified in the State of California Certified Unified Program Agency Guidelines.

Successful completion of the following California Fire Marshal certified courses: Fire Inspector 1A, 1B, 1C and 1D (candidates who have completed Fire Prevention 1A, 1B and 1C prior to 2016 will be considered to have met the requirement for Fire Inspector 1A, 1B, 1C and 1D for these classifications).

License(s)/Certification(s)

Valid Class C California driver's license. Registration as a professional Engineer in Civil Engineering or Fire Protection Engineering with the California State Board of Registration for Professional Engineers is desirable.

Special Condition

TATTOO POLICY: Unless otherwise exempted, no employee of the GFD shall have any visible tattoos or other skin markings. For further information regarding this policy, please contact Human Resources at (818) 548-2110.

Background Investigation

A comprehensive background investigation will be conducted on all finalists, which will review and verify personal history including, but not limited to, financial responsibility, criminal history, drug use history, driving record, and verification of application materials. Significant issues or omissions in the above-stated areas may be grounds for disqualification. Background investigation will include Livescan fingerprinting and a polygraph.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources Department. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov/>

Job #17-00026
 FIRE/ENVIRONMENTAL SAFETY SPECIALIST

Fire/Environmental Safety Specialist Supplemental Questionnaire

- * 1. The position you are applying for is a promotional/open position for current City of Glendale employees as well as for the general public. If you are a current City employee, please enter your City of Glendale Employee ID Number. If you are not a current City Employee, please write N/A

- * 2. Do you possess a minimum of three years experience performing responsible fire/environmental safety work?
 - Yes No

- * 3. If your answer to question #2 is yes, please provide details surrounding your experience performing responsible fire/environmental safety work? If your answer to question #2 is no, please enter N/A.

* 4. Do you possess a Bachelor of Science Degree? You MUST attach a copy of your Bachelor's Degree to your application.

Yes No

* 5. What is your Bachelor's Degree in?

- Civil Engineering
- Fire Protection Engineering
- Environmental Science
- Architecture
- Other

* 6. If you selected "other" for question #5, what is your Bachelor's Degree in? If you selected any other choice, please indicate N/A.

* 7. Which of the following California Fire Marshal certified courses have you completed? You MUST attach a copy of your certificates.

- Fire Inspector 1A
- Fire Inspector 1B
- Fire Inspector 1C
- Fire Inspector 1D
- Fire Prevention 1A
- Fire Prevention 1B
- Fire Prevention 1C

* 8. Have you successfully completed all the required coursework and training in order to comply with at least one of the six elements identified in the State of California Certified Unified Program Agency Guidelines? You MUST attach proof of completion.

Yes No

* 9. How did you FIRST learn about this position?

- City of Glendale Website
- Visited Human Resources in person
- Currently a City employee
- Friend or relative
- Saw job posting somewhere
- GTV6
- Twitter
- Other

* Required Question