



City of Milpitas

Announces a job opportunity for **Fire Prevention Inspector**

Working Title: Fire Prevention Inspector
Annual Salary Range: \$105,558 - \$127,743
Final Filing Date: **Monday, December 1, 2014**

About the Position

The Fire Prevention Inspector performs technical inspection and investigation work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires. This is a journey level class where incumbents possess the applicable educational and training background, appropriate certificates and license, and practical work experience. This position reports to the Fire Marshal and may exercise technical supervision over less experienced Fire Prevention Inspectors.

Examples of Duties - duties may include, but are not limited to, the following:

- Make on-site fire safety inspections of general buildings, structures and premises to enforce compliance with State and local Fire codes and regulations; inspect and test fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices.
- Conduct specialized and technical fire safety inspections in designated buildings; perform inspections relating to the storage, handling and dispensing of flammable liquids, combustible gases, explosives, and other hazardous materials; may be assigned to perform inspection duties assigned to the Hazardous Materials Inspector.
- Conduct plan reviews and associated on-site inspection for new construction, alteration of buildings, and the installation of fire suppression and detection systems to determine compliance with applicable laws and regulations.
- Prepares violations notices, letters, orders, or enforcement referrals as required.
- Investigates complaints and answers questions regarding hazards in relation to building and fire codes, fire hazards, violations of laws and ordinances, suspicious fires, and all other fires requiring an investigation for cause and origin; perform duties relating to any corrective or punitive action necessary to prevent the reoccurrence of fire related crimes or code violations.
- Responds to emergency situations when requested, including off-duty and on weekends, for incident investigation. May appear in court to provide expert testimony. May be required to wear a respirator, breathing apparatus and protective clothing and equipment.
- Prepares professional oral and written inspection reports, business correspondence, memoranda, reports, and other documentation.
- May be assigned to manage referrals and coordinate the juvenile fire setter counseling program and/or the department's shift investigator program.
- Coordinates permit procedures; approve or disapprove permit applications; inspect and process permits referred by other government agencies.
- Oversee record keeping and filing; process and prepare files for computer entry as required.
- Review plans of fire protection and control devices such as fire alarms and sprinkler systems; confer and consult with architects, engineers, and other contractors as necessary; coordinate with other City departments in reviewing plans and specifications of proposed buildings; provide recommendation on building modifications for adherence to fire safety laws and codes.

Minimum Qualifications

One of the following combinations of education and experience:

1. Education: Bachelor's Degree in fire sciences or a closely related field.
Experience: Minimum of three (3) years of full time, paid fire prevention experience with a fire department or fire district.
2. Education: Associates Degree in fire sciences or a closely related field.
Experience: Minimum of five (5) years of full time, paid fire-suppression experience with a fire department or fire district.

License and Certificates:

- Possess and maintain throughout employment an appropriate, valid California Driver's License.
- Within one (1) year of appointment, employee must have Certificates of Completion for:
 - P.C. 832
 - State Fire Marshals Office Fire Investigation 1A
 - State Fire Marshals Office Fire Investigation 1B
 - State Fire Marshals Office Fire Instructor 1A
 - State Fire Marshals Office Fire Instructor1B

Time-period may be extended for State Fire Marshal Office courses that are not available in the one-year timeframe.

Special Requirements

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; repetitive keyboarding; ability to work nights and weekends; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of the telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a hazardous zone; exposure to hazardous chemicals and products.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

