



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Casual Professional 2 (Fire Prev. Specialist)**

An Equal Opportunity Employer

SALARY

\$30.30 - \$33.41 Hourly

OPEN DATE: 08/03/18

CLOSE DATE: Continuous

THE POSITION

**CASUAL PROFESSIONAL 2
(FIRE PREVENTION SPECIALIST I)
(Job Code 9517)**

(Approximately 20-25 hours per week)

Note: Casual non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 900 hours in a fiscal year (July 1-June 30).

***Submittal of a current (issued within the last 30 days) Department of Motor Vehicles Driving Record is required at time of application.**

Under close or general direction, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; coordinates fire prevention and life safety education programs; and, performs related duties as required.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Conducts inspections of buildings and property for compliance with fire codes, proper installation of fire alarms, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with codes and regulations pertaining to fire and life safety; and, as necessary, develops plans of correction.
- Investigates citizen complaints of violations of fire codes and regulations and takes corrective action; responds to inquiries regarding fire and life safety codes and standards.
- Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the City; meets with industrial and business representatives to promote cooperation and provide information regarding fire codes and standards; and, makes presentations and participated in promotional events, demonstrations, and fire and life safety programs.

- Prepares and maintains forms, records, technical letters files and reports; issues permits and corrective action correspondence.
- Stays current on the legal and technical developments in the fire prevention field, fire investigation field and other areas of assignment; participates in professional meetings and associations.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, climbing, crawling, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Work is performed in the office and at various sites throughout the community; both indoors and outdoors with or without protection from the weather, in restricted or confined spaces while wearing a respirator. The need to lift, drag and push files, debris and equipment weighing up to 50 pounds, such as a portable generator is also required. The field and/or investigation setting may expose the incumbent to smoke residue, chemicals, hazardous materials, skin irritants, fumes, solvents, and air contaminants. Vision, may be correctable, for visual inspections, observation of conditions, reading reports and regulations is required. Hearing of alarms, radio and telephone communications, and the ability to communicate over a radio and have conversations with the public is also required. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in a variety of conditions and be able to perform duties while wearing a respirator. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way: Associate's degree or 60 semester units or 90 quarter units in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Engineering, Architecture, Interior Design or related field from an accredited college or university, AND

one year of responsible experience performing work in building construction, code enforcement, fire service, fire protection, architecture, interior and/or building design or related field.

In addition, proof of completion of the following five classes from an accredited California community college is required: Fire Protection Organization; Fire Prevention Technology; Fire Protection Equipment and Systems; Building Construction for Fire Protection; and, Fire Behavior and Combustion.

Knowledge, Skills, and Abilities

Knowledge of:

- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques.
- Methods and techniques of developing effective public education, public relations and community presentations.
- Building plans.
- Map reading.
- Mathematical principles for purposes of, but not limited to, reading plans and maps.
- Effective communication techniques for gathering, evaluating and transmitting information.
- Principles and practices of customer service.

- Methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar.
- Principles and procedures of record keeping and filing techniques.
- Office practices, methods and equipment, including a computer and applicable software.

Ability to:

- Perform fire prevention inspections, apply fire codes consistently and accurately, identify violations of applicable codes and regulations, and develop a reasonable and prudent plan of correction.
- Identify and investigate applicable code violations.
- Plan, coordinate and prioritize inspection workload to ensure timely inspection of assigned occupancies.
- Read and accurately interpret codes, regulations, technical reports, building plans.
- Express ideas clearly and concisely, both orally and in writing, to groups and individuals.
- Understand and carry out oral and written directions.
- Read, interpret and record data accurately.
- Prepare and maintain clear, accurate and concise records, correspondence and reports.
- Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Physically perform the duties, including the ability to be fit tested and successfully complete periodic physical examinations required for the use of respirators.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adhere to the appropriate chain of command; work effectively on an assigned task force; or in an ICS (Incident Command Structure).
- Communicate clearly and concisely, both orally and in writing.
- Observe safety principles and practices and work in a safe manner.

Willingness to:

- Work on call hours and overtime to respond to fires, emergencies or other events.
- Wear a Department-issued uniform and protective equipment.

Certificates/Licenses/Other Requirements

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

Possession of a current, related International Code Council (ICC) certificate.

APPLICATION AND SELECTION PROCESS APPLICATION PROCESS

If you are interested in this opportunity, please submit your online City of **Sunnyvale employment application and a current Department of Motor Vehicle driving record printout** to the Department of Human Resources.

City application forms, completed in full, are required, the required current (issued within the last 30 days) Department of Motor Vehicles record printout. Candidates are asked to fully describe any training, education, experience and/or skills relevant to this position. Resumes are not accepted in lieu of the application, please do not indicate "see resume or see attached". Electronic applications may be submitted on-line through the City's website at sunnyvale.ca.gov, click City Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086.

INFORMATION ABOUT PROOF OF EDUCATION

Applicants are required to submit proof of education (i.e., copy of the degree/diploma or college/university transcripts) to include completion of the required college courses. Please

include education verification documents with application materials.

SELECTION PROCESS

Application materials will be evaluated for job-related skills, experience and education. The most qualified candidates will be invited to participate in further screening. **If interested in this position, please apply as soon as possible as this job posting may close without notice.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

For more detailed information regarding this temporary position, email: fireprevention@sunnyvale.ca.gov. For information relating to the application process contact Faye Brand, Human Resources Technician at (408) 730-3015 or email: fbrand@sunnyvale.ca.gov.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #17-00279

CASUAL PROFESSIONAL 2 (FIRE PREV. SPECIALIST)

FB

Casual Professional 2 (Fire Prev. Specialist) Supplemental Questionnaire

* 1. **Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes.

Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information: *

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

Responses to the supplemental questions that indicate "see resume" are considered incomplete. By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes No

* 2. This position requires an Associate's degree or 60 semester units or 90 quarter units in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Engineering, Architecture, Interior Design or related field from an accredited college or university.

Verification of the required education is required. Have you attached or can you provide education verification?

Yes, and I have attached documentation of course completion or I will email documentation to Faye Brand (fbrand@sunnyvale.ca.gov).

No

3. Completion of the following five classes from an accredited California community college is required: Fire Protection Organization; Fire Prevention Technology; Fire Protection Equipment and Systems; Building Construction for Fire Protection; and, Fire Behavior and Combustion. Have you completed the required courses?

Yes, and I have attached documentation of course completion or I will email documentation to Faye Brand (fbrand@sunnyvale.ca.gov).

No

* 4. One year of responsible experience performing work in building construction, code enforcement, fire service, fire protection, architecture, interior and/or building design or related field is required. Describe your experience conducting building inspections; monitoring and tracking the progress of projects; and your experience working with other Building inspectors and staff members. Please describe your experience in each area in detail. If you do not have this experience, please enter N/A in the space below

* 5. Do you have a valid class C California driver's license and a safe driving record?

Yes No

* 6. A copy of a California Department of Motor Vehicles (DMV) record printout is required for this position. For applicants with a California Class C driver's license, the California DMV record printout should be submitted at time of application. The report can be scanned and submitted on-line with your application. Have you included a current (issued and printed within 30 days prior to application) California DMV printout with your application?

Yes

No

I will contact Faye Brand, HR Technician at (408) 730-3015 and submit the required DMV report via email to fbrand@sunnyvale.ca.gov or I will hand deliver or mail the DMV report to the Human Resources office.

* Required Question