



SAN RAFAEL

THE CITY WITH A MISSION

WILDFIRE DEFENSIBLE SPACE INSPECTOR
Paraprofessional Temp
Full-Time/Temporary
Multiple Positions Available
City of San Rafael Fire Department
\$29.83 - \$32.89 per hour
(salary dependent upon experience/qualifications)
No Benefits Available

APPLICATION DEADLINE: Open Until Filled – Applications will be reviewed weekly until all openings are filled. Multiple positions are available. Anticipated Start Date is June 23, 2025.

These are seasonal positions, limited to 1,000 hours worked within a fiscal year (July 1 through June 30) that receive no City benefits. Job training is anticipated to begin the week of June 23, 2025, and this assignment will run through September 30, 2025, at the latest. Shifts will average 7.5 hours per day/5 days per week. This is a great opportunity to gain hands-on experience working for one of the finest departments in the State.

This position is fully funded through the Marin Wildfire Prevention Authority (MPWA) and will directly support the mission of wildfire preparedness and mitigation, and community safety.

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael Fire Department is seeking customer service and public safety focused individuals to join the wildfire mitigation team. Under supervision, inspectors will perform a variety of wildfire prevention duties with a focus on one-on-one education via property wildfire risk evaluations. The Inspector's efforts will support resident compliance with City and State Fire codes.

The customer-service oriented positions will support the [City's](#) and [Marin Wildfire Fire Prevention Authorities](#) (MWPA)'s goals. The ideal candidate will be able to connect and inspire individual action among our diverse community by explaining complex concepts in easy-to-understand ways. Inspectors will utilize tablets and other technology to document findings and interactions in the field.

Our highly qualified candidate will be able to work effectively in small teams or independently and clearly communicate wildfire safety-related information to residents from various backgrounds. We are looking for people who have sound judgment and can communicate effectively with others. They will need to be able to follow both verbal and written instructions, engage effectively with the public and work harmoniously with our team.

ESSENTIAL DUTIES AND RESPONSIBILITIES (may include but are not limited to the following):

- Perform defensible space inspections and wildfire risk evaluations in accordance with San Rafael Municipal Code 4.12.
- Investigates public and referred public agency complaints.
- Provide guidance to residents on suggested and required home hardening and defensible space strategies.
- Provide residents with appropriate support resources and programs.
- Increase awareness, knowledge and actions implemented by individuals and communities to reduce human loss and property damage from wildfires.
- Collects, enters, maintains, and disseminates data pertaining to fire prevention; reconciles reports, files and records.
- Composes letters and reports based on field notes.
- Collect and input data and images into electronic devices.

KNOWLEDGE/SKILLS/ABILITIES:

- Communicate clearly and respectfully to residents and stakeholders.
- Learn and apply City and State Fire Codes and National Fire Protection Association (NFPA) standards.
- Provide clear and concise written reports free of grammar and spelling errors.
- Utilize personal computers, tablets, and related software including the Microsoft Office Suite, mapping, and database tools.
- Independently conduct fire (defensible space) inspections.
- Apply technical knowledge and follow proper inspection techniques.
- Be self-motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Interpret and explain fire prevention services, policies and procedures.
- Build and maintain positive working relationships with stake holders to ensure that assigned fire prevention coordination efforts are successful.

MINIMUM QUALIFICATIONS DESIRED:

- In accordance with State legal requirements, applicants must be at least 18 years old by the application filing deadline.
- Graduation from high school or equivalent and any combination of education and experience that would likely provide the required knowledge and abilities in qualifying.
- Must possess and maintain a valid California Driver's License with a satisfactory driving record.
- A background in customer service or public service.
- Ability to speak, write, and read Spanish is desired but not necessary.

DISASTER SERVICE WORKERS:

All City of San Rafael employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment in the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

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 this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk and spend substantial time outdoors. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, and the ability to adjust focus.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the city application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, the candidate may be required to pass a background check/fingerprinting and clear DMV record. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20623170>.

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

REASONABLE ACCOMMODATION: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodation must be requested by the applicant.