



We invite applications for the position of:  
**Fire Prevention Inspector I (Part-Time/Per Diem)**  
\$58.15/hour - \$69.37/hour

### **San Mateo Consolidated Fire Department**

The San Mateo Consolidated Fire Department commenced operations on January 13, 2019, and serves the cities of Belmont, Foster City, and San Mateo as a Joint Powers Authority. The Department collectively has ten engines and two trucks operating out of nine fire stations. There are 164 full-time employees assigned to one of the following divisions: Administration, Community Risk Reduction, and Fire Operations. The Department serves nearly 161,000 residents daily with a day-time population around 230,000. Additionally, the department participates in a mutual aid program throughout the county, helping to secure a million people daily. The Department has a healthy collaborative atmosphere and encourages participation at all levels. For more information visit: [www.smcfire.org](http://www.smcfire.org).

### **What You'll Do**

- Interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.
- Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
- Investigate complaints pertaining to violation of fire prevention laws, issue correction orders as necessary.
- Investigate fires; secure fire scenes; identify types of fires; investigate causes of fire; collect, prepare, and present evidence; interview witnesses and suspects; write fire investigations; testify in court when required.
- Provide information to the public concerning the fire prevention practices and procedures; develop and conduct training programs and group presentations relative to fire prevention and fire investigation.
- Instruct fire suppression crews about code interpretation and inspection techniques regarding fire prevention.
- Draw and prepare diagrams of buildings for pre-fire planning and fire inspections.
- Check building plans for code compliance, consult with architects and developers regarding problems and solutions.
- Perform tests on water flow, sprinkler and fire alarms and elevator return systems; certify smoke detectors.
- Prepare records and reports.
- Provide information to the public in forums and meetings.
- Perform related duties and responsibilities as required.

### **What You Bring**

- One year of responsible experience in a variety of building construction or related inspection work that includes working with fire prevention regulations
- Equivalent to the completion of twelfth grade, supplemented by college level fire science or prevention classes.
- Possession of, or ability to obtain, an appropriate, valid California driver's license
- Attention to detail; ability to maintain accurate records and submit as required
- Highly desirable: Fire Inspector 1A/B/C/D (CSFM), Fire Investigator 1A/B/C (CSFM), Certification - Section 832 Penal Code - State of California, ICC Inspector 1 (International Code Council)

### **Are You Interested? Apply by 08/01/2025**

Interested candidates should apply through [CalOpps.org](http://CalOpps.org) or submit a resume to the administration office at Fire Administration, 2121 S. El Camino Real, Building B, Suite 100, San Mateo, CA 94403.

**Questions:** Please contact Fire Marshal Carisa Workman at [cworkman@smcfire.org](mailto:cworkman@smcfire.org).

Posted: June 27, 2025

The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin.