



San Ramon Valley Fire Protection District Community Risk Reduction Inspector Trainee

SALARY	\$24.82 - \$30.04 Hourly	LOCATION	SRVFPD Administration, CA
JOB TYPE	Part Time	JOB NUMBER	2026010
DIVISION	Community Risk Reduction	OPENING DATE	05/26/2026
CLOSING DATE	7/7/2026 3:00 PM Pacific		

ABOUT THE POSITION

Want to pursue a career with SRVFPD? We are thrilled to announce we are hiring a Community Risk Reduction Inspector Trainee. This is an outstanding opportunity to receive the training necessary to become a Community Risk Reduction Inspector with SRVFPD. As a trainee, you will learn to safeguard lives and property by meticulously assessing buildings, enforcing fire codes, and promoting safety awareness.

This comprehensive trainee position is designed to cultivate the next generation of public safety professionals. This is more than a job; it's a calling to protect and serve our community. Successful candidates will embark on a rewarding journey with the potential to become:

Why Choose This Path?

- **Impact:** Every inspection you conduct directly impacts lives.
- **Growth:** Develop specialized skills and advance within our district.
- **Community:** Join a tight-knit family dedicated to service.

The goal of the Fire Inspector Trainee position is to increase the number and diversity of qualified prospects for the position of Fire Inspector.

Training and opportunity to obtain Fire Inspector 1A, 1B, 1C, 1D Certificates, Hazardous Materials First Responder Awareness Training, complete the SFM Task Book for Fire Inspector 1 and obtain an Inspector I Certificate from ICC in conjunction with on-the-job training.

Under the general direction of the Fire Marshal, performs on-site inspections of new and existing buildings; witnessing various tests required for sophisticated fire protection equipment and verifying proper operation and compliance with laws, ordinances, regulations, standards and guidelines in accordance with the Fire District's jurisdictional authority; prepares necessary correspondence, reports and records; confers with architects, engineers, developers, etc., with regards to projects; assists in the compliance with the Districts hazard abatement ordinance; performs surveys of fire hazards and processes complaints; development and delivery of public education and public relations programs; assignment to functional areas based on operational need; is expected to perform the essential functions of each functional area; and performs other duties as assigned.

While we can be flexible with scheduling, the ideal candidate will commit at least 24–32 hours per week.

For complete job description: <https://www.governmentjobs.com/careers/srvfire/classspecs>

Example of Essential Functions:

- Conducts inspections of existing buildings to ensure compliance with laws, ordinances, regulations, standards, applicable codes, and guidelines in accordance with the Fire District's jurisdictional authority; when non-compliant conditions are found, assists the customer in identifying appropriate remedies to correct the violation(s);
- Prepares necessary correspondence, reports, and records; may make presentations to community groups regarding the Division's program and activities;
- Conducts surveys of fire hazards and processes complaints when necessary;
- Performs tasks associated with the District's Exterior Hazard Abatement Program; property research, maintains lists of properties, mails notices, performs surveys, gathers evidence, creates presentations to the Board of Directors when appropriate, prepares and coordinates work orders with abatement contractors, and coordinates billing through various County agencies;
- Participates in the delivery and development of public education, public relations, and public information programs; and
- Performs other duties as assigned.

During the training period, the Inspector Trainee will gain knowledge of:

- The activities of Fire and Life safety programs including plan review, inspection, construction, code compliance, and public education related to fire and life safety and other identified community risks;
- Principles and practices used in fire prevention inspection and code compliance;
- Building and fire protection systems;
- Processes utilized to issue fire permits;
- Understanding of building and fire codes, engineering principles, laws, ordinances, regulations, standards, and guidelines in accordance with the Fire District's jurisdictional authority; and
- Data processing systems including Word, Excel, PowerPoint, Bluebeam, Microsoft Outlook, and GIS.

During the training period, the Inspector Trainee will learn the ability to:

- Accurately interpret and ensure compliance with laws, ordinances, regulations, standards, and guidelines in accordance with the Fire District's jurisdictional authority;
- Prepare concise reports with clear and consistent recommendations;
- Interface effectively with the public; maintain detailed records;
- Follow oral and written instructions;
- Read and interpret building plans and specifications and conduct code research;
- Successfully understand and conduct mathematics to consistently and accurately calculate building and fire code-related applications and appropriate fees;
- Disseminate fire and building codes to the public at the public counter and on the telephone;
- Read a variety of land use, topographic, parcel, and zoning maps;
- Develop and maintain competencies in technology and equipment approved for use by the District;
- Apply laws, ordinances, regulations, standards, and guidelines in accordance with the Fire District's jurisdictional authority; apply applicable local, state, and federal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy; provisions of the model Fire and Building Codes, the National Fire Protection Association Standards and related applicable standards;
- Work such hours as are necessary to accomplish the job requirements; and
- Work as a member of a team in support of the official direction provided, and support a positive team environment, utilizing constructive interpersonal skills.

ABOUT THE DISTRICT

The San Ramon Valley Fire Protection District is an independent Special District in Contra Costa County responsible for providing a high level of emergency and non-emergency services to the communities it serves. The District's service

area encompasses approximately 155 square miles, serving the communities of Alamo, Blackhawk, Danville, Diablo, San Ramon, the southern boundary of Morgan Territory, and the Tassajara Valley. The communities are primarily residential, commercial, office park, and controlled manufacturing, along with wildland areas, protected by nine stations and one volunteer staffed station with 200 employees, and 47 volunteers. Financial oversight and strategic policy direction are provided by an elected 5-member Board of Directors.

MINIMUM QUALIFICATIONS

Age: Must be at least eighteen (18) years of age.

Education: Graduation from High School or G.E.D. is required.

License: Possession of a valid California Driver's License. Maintenance of a valid California driver's license is required as a condition of employment.

Other:

The Community Risk Reduction Inspector Trainee is a three (3) year limited term position. The term of employment may be extended at the discretion of the Fire Chief.

The Fire District reserves the right to evaluate and consider, at its discretion, combination of education and experience that tends to indicate an applicant possesses the skills, knowledge and abilities listed herein.

APPLICATION PROCESS

Qualified candidates are encouraged to apply. *Candidates must apply online through Government Jobs at: <https://www.governmentjobs.com/careers/srvfire>.*

The District will review application material and select the most qualified candidates to participate in the recruitment process, which includes a panel interview.

Candidates considered for employment will be required to undergo a background investigation, psychological evaluation, medical examination and a pre-employment drug screening.

In accordance with the Americans with Disabilities Act, should special accommodations be necessary at any stage of the selection process, please contact the Human Resources Division.

The Human Resources Division can be reached at (925) 838-6628 or via email at hr@srvfire.ca.gov

The San Ramon Valley Fire Protection District is an equal employment opportunity employer and makes employment decisions based on merit, qualifications and competence. The District does not discriminate on the basis of race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), religious creed (including religious dress and grooming), color, national origin, ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, military or veteran status, sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), genetic characteristics and information, reproductive health decision-making, or any other basis prohibited by law.

Employer

San Ramon Valley Fire Protection District

Phone

(925) 838-6628

Address

Human Resources
2401 Crow Canyon Rd. Suite A
San Ramon, California, 94583

Website

<https://firedepartment.org/>