

# North Tahoe Fire Protection District

## Employment Opportunity

### Seasonal - Defensible Space Inspector

(Up to 40 Hours a Week)

Hourly \$21.22-\$28.46

(Open until filled, first review 04/11/2025)



North Tahoe Fire Protection, located on the north and west shores of Lake Tahoe, is seeking highly motivated, experienced, and visionary fire service professionals to serve in the position of Defensible Space Inspector.

North Tahoe Fire Protection District  
222 Fairway Drive  
PO Box 5879  
Tahoe City, CA 96145  
(530) 583-6911

***"Serving the fire and life safety needs of our community."***

# About the District

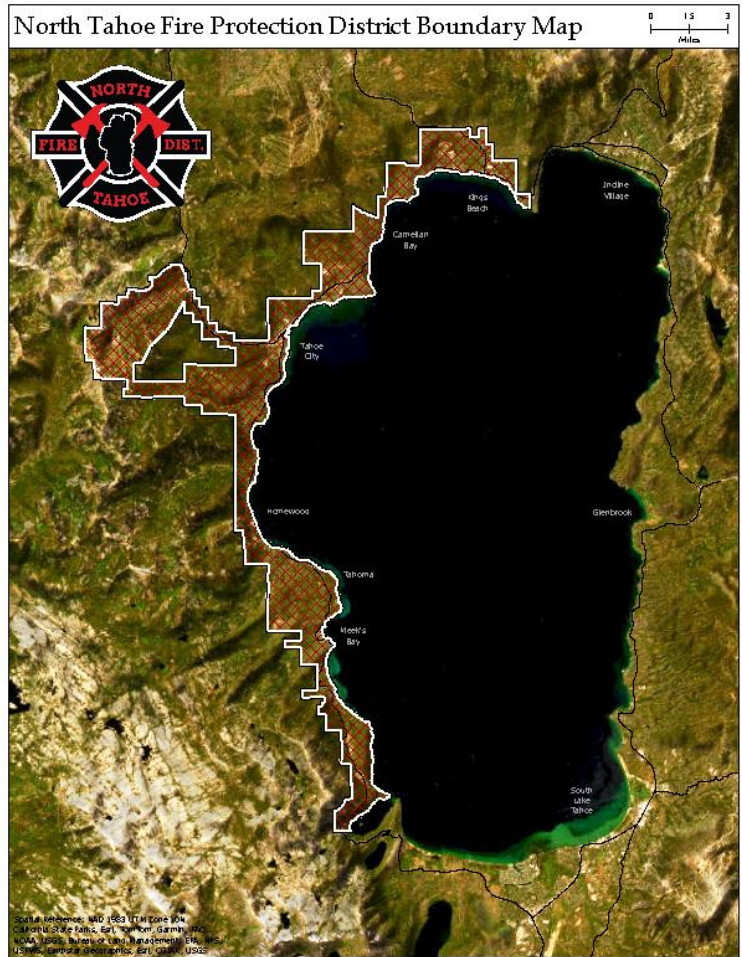
North Tahoe Fire Protection District was formed in 1993, following the consolidation of the Tahoe City Fire Protection District (Tahoe City, CA) and the North Tahoe Fire Protection District (Kings Beach, CA).

Currently, the District's 65 personnel support our mission: *The North Tahoe Fire Protection District provides the highest possible level of fire and life safety, rescue and emergency medical service, fire prevention, and public education to the citizens and visitors of the communities we serve.* Our communities are situated on 32 square miles on the north and west shores of Lake Tahoe.

This map helps illustrate the size of the District. North Tahoe Fire Protection District that annexed Meeks Bay Fire Protection District in 2025.

North Tahoe Fire Protection District has eight fire stations within the District located in Alpine Meadows, Tahoe City, Homewood, Dollar Hill, Carnelian Bay, Kings Beach, Meeks Bay and Tahoma. These stations are staffed by 51 uniformed personnel for nearly 15,000 residents within the area we serve.

The varied demographics of the District provide an opportunity for its personnel to respond to emergencies in rural, suburban, and urban settings. The wide diversity of emergency incidents requires firefighters to be proficient in wildland fire fighting, structural firefighting, backcountry/technical rescue, swift water rescue, hazardous materials mitigation, and emergency medical services.



## About The Positions

The North Tahoe Fire Protection District is currently accepting applications for current and future job openings from qualified individuals to serve in the role of Defensible Space Inspector. These are seasonal grant-funded positions assigned to a 40-hour work week. This position is expected to be active from approximately May through November. The actual start and end dates will be dependent on weather and snow conditions and may be extended beyond 6 months, but no more than 9 months from the employment start date. The eligibility list established from this recruitment will be used to fill current and future vacancies. Successful applicants will serve an important role on the Fire Prevention team.

The Defensible Space Inspector works under the direct supervision of the Division Chief of Fire and Life Safety or their designee.

The Defensible Space Inspector performs a variety of tasks: complete fire prevention and community risk reduction assignments including defensible space inspections within the Fire District boundaries and other geographical areas as required by contract and as per Public Resource Code 4291, 14 CCR 1299, California Board of Forestry and Fire Protection General Guidelines for Creating Defensible Space, and applicable County Ordinances and local regulations for vegetation management and abatement; maintain accurate and comprehensive records and database information for inspections; promote Fire Adapted Communities and Firewise Recognized Sites as part of a regional Network and Fire Adapted Communities; greet and assist the public, answer phone calls, respond to email and complete related duties; follow District Standard Operating Procedures, Rules and Regulations, and comply with District Expectations; and perform other duties as assigned.

The applicant must be able to be on their feet for extended periods of time, work in both indoor and outdoor environments, and lift objects frequently up to 10 pounds and occasionally up to 25 pounds. He or she must have the ability to communicate clearly and concisely, both orally and in writing; understand the community, organization, and operations of the North Tahoe Fire Protection District; work cooperatively with citizens, community groups, business interests, other District employees, and federal, state, and local agencies.

Pay shall be determined by the Division Chief of Fire and Life Safety and is dependent on education, skills, knowledge and abilities. The Defensible Space Inspector is a seasonal position, assigned to a 40-hour work week and is classified as a "Miscellaneous" employee.

### Typical Activities Include:

- Assist NTFPD fire prevention staff with public education, community outreach and Fire Prevention Week activities.
- Conduct defensible space inspections to support Fire Adapted Communities for a variety of reasons including:
  - Curbside inspections
  - Tree removal permit inspections
  - Insurance compliance inspections
  - Complaint driven inspections
  - Other solicited or required inspections

- Assist with LPG compliance and permits in the WUI.
- Assist NTFPD fire prevention staff regarding the California State Building Code Table 7a for WUI construction materials compliance.
- Given a WUI code issue, assist NTFPD fire prevention staff and Engine Companies with annual inspections of B, M, E, R1 and R2 occupancies within the District, Alpine Meadows and other geographical areas as required by contract for compliance with codes and regulations.
- Given a California Fire Code Chapter 3 Complaint, assist NTFPD fire prevention staff with County staff within District, Alpine Meadows and other geographical areas as required by contract for compliance with codes and regulations.
- Assist NTFPD fire prevention staff and the District Forester with maintaining a database of PRC 4291 inspection activity.
- Assist NTFPD fire prevention staff and the District Forester with the fuels reduction (chipping) program.
- Assist NTFPD fire prevention staff with Citizen's Emergency Information Team and Community Emergency Response Team programs relating to the WUI.
- Greet and assist the public, answer phones and other duties as assigned.
- Follow District Standard Operating Procedures, Rules & Regulations, and comply with District Expectations.
- Increase public awareness, knowledge and actions implemented by citizens and the community to reduce the loss of human life, property and the environment due to destructive wildfires.

#### **Required skills and abilities:**

- Perform inspections and related assignments in the field.
- Communicate clearly and concisely, both orally and in writing.
- Understand and work cooperatively with the community, organization and operations of the North Tahoe Fire Protection District.
- Learn computerized data entry procedures and systems.
- English usage and spelling, grammar and punctuation.

## **Minimum Requirements**

- Minimum of 18 years of age
- \*High school diploma or equivalent
- Current CPR certification to the Health Care Provider level (required within 60 days after employment)
- Valid Driver's License

**\* Must be provided with the application**

## **Preferred and Desired Qualifications**

- Knowledge of:  
Fire and Life Safety education, inspections and enforcement processes including PRC 4291, defensible space inspection processes, hazardous tree identification, fuels management, home hardening, Firewise, and other programs that exist to reduce

wildfire risks; fire protection, fire suppression, and fire prevention within the wildland-urban interface; customer service, effective communication, and modern office equipment and tools for daily tasks (Microsoft software packages).

- **\*Education:**  
Completed or currently working toward a bachelor's degree, associate degree, or related degree with a concentration in fire science, fire and safety, forestry, natural resource management, conservation, or related subject.
- **Experience:**  
Performing professional or sub-professional work in public or civil service, fire prevention, fire suppression, forestry, natural resource management, or other related work.
- **\*Qualifications or Certifications:**
  - NWCG Wildland Firefighter Courses and Qualifications
  - California State Fire Marshal Fire Inspector 1A through 1D Series or Inspector 1 Certification

**\* Please provide with the application, under the supplemental attachment, if applicable**

## Compensation and Benefits

Typical pay and benefits - effective January 2025	
Benefit	Amount
Hourly Pay PTP Defensible Space Inspector	\$21.22-\$28.46

### **Additional Benefits:**

- District provides life and accidental death insurance policy
- District pays CSFA dues
- District provides sick leave as required by California State Law
- District provides an Employee Assistance Program
- District provides uniforms

## The Examination and Selection

The selection procedure will include an application review, a possible written examination, and an oral interview.

The application review, possible written examination and in-person interview will tentatively occur during the week of April 14, or April 21, 2025.

Applicants who are offered employment are subject to a Live Scan, background investigation, and a drug/alcohol screening and physical assessment. Employment is contingent upon passing the Live Scan, background investigation, and drug/alcohol screening.

## Application Procedure / Open Until Filled

Interested candidates should complete the online District application linked below using the Neogov.com website. With the online application, attach a letter of interest, resume, and copies of required and applicable certifications.

Neogov District Application - <https://www.governmentjobs.com/careers/ntfire>

The first application review period will begin, April 11, 2025 with subsequent reviews as needed. Mailed, in-person, or faxed applications will not be accepted.

## Additional Information

**Schedule:** This is an hourly, seasonal position requiring up to 40 hours per week. Overtime opportunities may be offered.

### North Tahoe Fire Protection District is an Equal Opportunity Employer

The provisions of this pamphlet do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

