



# SAN RAFAEL

THE CITY WITH A MISSION

**TEMPORARY FIRE PREVENTION INSPECTOR – VEGETATION MANAGEMENT**  
**San Rafael Fire Department**  
**Up to 20 Hours Per Week**  
**\$30.00 - \$46.54 per hour**  
**(Professional Temp Salary Range – DOE)**

**LAST DAY TO APPLY:** *Continuous Filing*  
*Applications will be reviewed weekly until position is filled*

The City of San Rafael Fire Department is seeking to fill a Temporary Fire Prevention Inspector – Vegetation Management position to work part-time. This position will serve as a fire inspector on a wide range of fire prevention initiatives and hazard prevention activities; performs routine plan checks and performs basic fire inspections in residential, commercial, school and industrial occupancies; performs vegetation hazard inspections; on occasion, prepares fire prevention public information; completes reports, issues notices, prepares correspondence and performs related work as required.

### **Essential Duties and Responsibilities:**

- Interprets and enforces provisions of fire prevention codes and fire safety laws and standards, and City and State ordinances.
- Performs routine safety inspections of new and existing buildings, structures and installations requiring fire clearances; identifies fire hazards; recommends corrective actions; performs follow-up inspections to see that corrective actions have been taken.
- Performs WUI and other vegetation hazard inspections.
- Performs periodic and special events inspections to ensure compliance with applicable codes, and issues associated permits and notices.
- Investigates public and referred public agency complaints which involve Fire Department attention and resolution of issues.
- Researches, prepares, and issues fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies.
- Works with other City staff pertaining to fire prevention related issues pertaining to projects and other related activities.
- Assists the public, representatives of other public agencies, consultants, and other employees with inquiries and the review of projects or code compliance issues.
- Prepares reports related to fire prevention activities.
- Completes data input and analysis of a variety of information related to fire prevention and occupancies.
- Reviews, evaluates, processes, and maintains a variety of files related to fire prevention activities.
- Assist in the pursuance of legal remedies for non-compliance, including issuance of pre-citation notices, preparing legal complaints, and possibly testifying in court.
- Attends on occasion a variety of continuing education classes, seminars, and/or meetings; remain current on applicable codes, regulations, policies, and procedures.

**Knowledge of:**

- Principles, practices, and techniques of fire prevention.
- Fire prevention codes regulations; knowledge of National Fire Prevention Association (NFPA) standards.
- Understanding and ability to utilize the City Municipal Code.
- Fire alarm, life safety and fire protection systems.
- Researching methods, techniques, and statistical analysis.
- Principles and techniques of fire inspection work is desirable.
- English grammar, spelling, vocabulary, letter and report writing.
- City's computer hardware and software programs.

**Ability To:**

- Independently conduct fire inspections and plan checks.
- Apply technical knowledge and follow proper inspection techniques.
- Detect deviations from plans, regulations and safety practices.
- Read and interpret building plans pertaining to fire protection systems.
- Be self-motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Interpret and explain fire prevention services, policies and procedures.
- Interpret and apply federal, state and local laws, rules and regulations.
- Stay abreast of fire prevention codes, requirements and standards.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Logically and creatively utilize a variety of analytical techniques to solve complex fire prevention challenges.
- Work effectively with the public and representatives of other City departments and agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Build and maintain positive working relationships with stakeholders to ensure that assigned fire prevention coordination efforts are successful.

**Qualifications:**

- Completion of twelfth grade 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.
- Possession of one or more of the following is desirable:
  - a) Completion of CA State Fire Marshal 1A, 1B, 1C, 1D, 2B, & 2C courses
  - b) ICC Certification Fire 77, CA, CF, & CP

**Interview Process:** The most qualified applicants will be invited to interview.

**Application Process:** To file an application on-line go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "Northern Bay Area". Select "San Rafael".

Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-19843659>