

# NORTH COUNTY FIRE PROTECTION DISTRICT

[www.ncfireprotectiondistrict.org](http://www.ncfireprotectiondistrict.org)

330 S. Main Avenue

• Fallbrook, California 92028-2938

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## BOARD OF DIRECTORS

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## FIRE PREVENTION SPECIALIST

### OPEN RECRUITMENT

<b>DATE OPENED</b>	<b>Immediate</b>
<b>FILING DEADLINE</b>	<b>February 28, 2019 @ 4:00 pm</b>
<b>SALARY RANGE:</b>	<b>\$ 72,599 to \$ 82,091</b>
<b>EMPLOYMENT TYPE:</b>	<b>Full – Time Employment</b>
<b>WORK LOCATION:</b>	<b>330 S. Main Avenue, Fallbrook, CA 92028-2938</b>
<b>TEST DATE:</b>	<b>TBD</b>

### **POSITION:**

**This posting is to establish an eligibility list to fill any future vacancies that may occur in the next year.**

Under direct supervision of the Fire Marshal or designee, the Fire Prevention Specialist performs administrative and field work related to fire prevention and fire protection, to include plan review, code enforcement inspections, public education, clerical functions, and weed abatement.

### **HOURS OF WORK:**

This assignment is a full-time work classification working a 40 hour a week schedule, from 08:00am to 5:00pm, Monday through Friday (or alternative schedule as approved by Fire Chief). Employees are provided two 15-minute breaks and a 60-minute lunch break. The Fire Prevention Specialist classification is considered a "Non-Exempt" employee as defined by FLSA and is overtime eligible. The position is a Miscellaneous position as defined by PERS and is covered in the Non-Safety Memorandum of Understanding.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

*The following duties are typical for this classification. Successful candidate may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practice.*

- Conduct inspections on construction sites and existing occupancies to ensure compliance with applicable Federal, State, and Local fire codes and regulations.

- Review plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with safety requirements.
- Complete data input and analysis of a variety of information related to fire prevention and occupancies.
- Prepare reports related to fire prevention activities.
- Research, prepare, and issue fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies

**MINIMUM REQUIREMENTS:**

1. EXPERIENCE

- 1.1. A minimum of one year of experience in a California fire department as a full-time, paid fire inspector – or – a minimum of one year of full-time, paid experience in enforcing the fire code or equivalent experience is required.

2. EDUCATIONAL REQUIREMENTS

- 2.1. A high school diploma or GED equivalent, supplemented by Associate of Arts/Science in applicable subject matter or a related field is required.
- 2.2. Fire Prevention Officer I Series (Fire Prevention 1A, Fire Prevention 1B and Fire Prevention 1C) – or – Inspector I Series (Fire Inspector 1A, Fire Inspector 1B, Fire Inspector 1C (Other related coursework may be considered).

3. REQUIRED LICENSES AND CERTIFICATIONS

- 3.1. Must have and maintain a valid Class "C" California Driver's License. Must be insurable and maintain this status with the District's all-risk insurance carrier
- 3.2. PC 832 Certification (non-firearms portion only) preferred (required by first year of employment)
- 3.3. ICC Inspector 1 preferred (required by first year of employment)

**GENERAL KNOWLEDGE AND EXPERIENCE:**

THIS POSITION REQUIRES GENERAL KNOWLEDGE AND EXPERIENCE WITH:

- Fire inspection practices, code enforcement, flammable liquids and gases, fire protection systems and building components
- California Fire Code
- California Building Code
- NFPA standards
- Special hazard occupancies

THE POSITION REQUIRES THE ABILITY TO:

- To operate computer hardware and software, including Microsoft Office (at an intermediate or advanced level)
- Maintain positive working relations with the public and co-workers
- Formulate and document fire prevention programs
- To maintain current knowledge of fire prevention techniques and equipment
- Maintain current certifications
- Facilitate and conduct public education

**PHYSICAL REQUIREMENTS:**

As noted in the District's policy on physical requirements for Support Staff, which is available upon request.

North County Fire Protection District's Standards of Continued Employment Policy requires all employees refrain from tobacco use throughout employment.

**HOW TO APPLY:**

**Interested applicants must submit a complete application packet to Human Resources. Incomplete applications will not be considered.**

The NCFPD application is accessible here: [NCFPD Employment Application](#) or 330 South Main Ave. Fallbrook CA 92028-2938 in Human Resources. Completed application packets must be submitted to: North County Fire Protection District, Human Resources – 330 S. Main Avenue, Fallbrook, CA 92028-2938.

Please include copies of all required licenses, certifications, education and a resume, which must specify educational background and employment history, as required herein. Incomplete applications will constitute grounds for rejection and cannot be revised after the final filing date.

The following documents must be included in the application packet:

- NCFPD Application for Employment
- Resume
- Current Driver's License

**EXAMINATION PROCESS:**

The examination process for this position may include, but is not limited to, the following:

**COMPONENTS:**

1. A review of credentials/education and application materials. The most qualified candidates will be selected and move on to the next step of the process
  2. An assessment center exercise (job related activities)
  3. Oral Interview Panel and technical interview
  4. Fire Chief/CEO (or designee) Interview
- Candidates will be required to present acceptable I.D. for admittance to each phase of the examination, i.e. driver's license, military I.D., Passport, or California Department of Motor Vehicle's I.D. card.
  - Candidates who successfully pass all components of this process will be placed on an employment eligibility list for not more than one year. In order to successfully pass the evaluation process, a candidate must successfully pass **each** component of the exam; a combined total score that comprises a passing grade is unacceptable if **any** portion of the exam was not successfully passed. Regardless of the classification/category of the employee, *there will be no retesting of any portion of the examination for which a passing grade is not received.*

The interview dates have not been scheduled as of this posting.

**SELECTION PROCEDURE:**

At such time that a vacancy arises, the top candidates from the eligibility list will be interviewed and one candidate will be selected by the Fire Chief/CEO or designee. Prospective appointees will be required to pass the following prior to appointment: District's Standard Physical Examination (including drug/alcohol screening), and a background investigation which includes a DMV history, employment history and credit history.

Should there be an insufficient number of qualified applicants, the District reserves the right to extend the final filing deadline and/or modify application requirements. The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions contained in this bulletin may be modified or revoked without notice.

**ABOUT THE DEPARTMENT:**

The North County Fire Protection District is a special district within the County of San Diego, which serves a population of approximately 50,000 and covers 92 square miles. The NCFPD was formed in 1987 as a result of a merger between the Fallbrook and Rainbow Fire Protection Districts. The community is rural in character, comprised primarily of single-family residences intermixed with avocado and citrus groves, and some light industrial commercial occupancies. The District maintains four full-time fire stations and one combination fire station. The District operates five ALS Engine Companies, three ALS ambulances and three Type III Brush units. The District responds to approximately 6,436 calls for service per year. The District is headed by Fire Chief/CEO Stephen Abbott and is comprised of: one Deputy Chief, one Division Chief, one Administrative Battalion Chief, one Administrative Captain, three shift Battalion Chiefs, one Fire Marshal, one Fire Prevention Specialist, fifteen Fire Captains, fifteen Engineers, twelve Firefighter/Paramedics, one Executive Assistant, one Administrative Specialist, two HR/Finance Specialists, two Mechanics and twenty Single Role Medics/EMT's.

**BENEFITS:**

**RETIREMENT:** Benefits provided by the Public Employees' Retirement System (PERS) for either "CLASSIC" employees or "NEW" employees, as defined by the California Pension Act of 2013.

- CLASSIC employees with 2.7% at age 55 formula for Non-Safety employees. Employees with this classification are responsible for their 8% contribution.
- A "NEW" employee is defined as: A new hire who becomes a CalPERS members for the first time on or after January 1, 2013, and who has no prior membership in any other California Public retirement system, or who is not reciprocal with another California public retirement system; A new hire who is brought into the CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; or An established member prior to January 1, 2013, who is hired by a different CalPERS employer after January 1, 2013, after a break in service greater than six months. The District provides retirement benefits described in California Government Code, Section 7522.25, known commonly as 2.0% at 62. Final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his/her retirement.
- A "NEW" employee shall pay the higher of six and a half percent (6.5%) or one-half the total normal cost [up to a maximum of twelve percent (12%)] as determined by CalPERS, as their employee retirement contribution.

**DEFERRED COMPENSATION PROGRAM:** The District offers a deferred compensation program to its employees, who may contribute a portion of their earnings to the program.

GROUP MEDICAL INSURANCE: District provides ninety percent (90%) of the current Blue Shield HMO premium for the employee's designated coverage. The District participates in a cafeteria style insurance program. The District also provides a choice of two group dental programs, a vision plan and life insurance.

ANNUAL LEAVE:

1-3 years:	84 hours per year
3-10 years:	120 hours per year
10+ years:	168 hours per year

HOLIDAYS: All forty (40) hour employees are entitled to eleven (11) days off per calendar year on recognized National Holidays. Two of these eleven holidays may be taken as "floating" holidays.

SICK LEAVE: Ninety-six (96) hours per year with a maximum accrual of 540 hours. Employees must credit any unused sick leave in excess of 540 hours to an individual account in the Post-Retirement Medical Benefit Trust after five (5) years of employment with NCFPD. Participation in the Medical Benefit Trust is mandatory.

UNIFORMS: The District provides all required uniforms.

**All material received in this application and testing process  
will remain confidential until a conditional offer of employment  
is made to the successful candidate.**

The North County Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

DISCLAIMER: The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

**NORTH COUNTY FIRE PROTECTION DISTRICT IS  
AN EQUAL OPPORTUNITY EMPLOYER.  
Women and minorities are encouraged to apply.**