



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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POSITION DESCRIPTION

POSITION: Fire Prevention Officer I

CLASSIFICATION: Regular Employee
Classified, Permanent
Non-management

DEFINITION: Reports to Deputy Fire Marshal / Fire Marshal

COMPENSATION: In Accordance with District Wage Schedule

DESCRIPTION:

This is an entry-level, non-management position, which requires specific skills in the implementation and enforcement of the Fire District's fire prevention programs including enforcement of Codes through inspections and public education.

The employee may work with limited supervision and has wide latitude for independent application and judgment of pertinent fire and life safety codes. Work is reviewed by the Fire Marshal through observation, reports, objectives, and results.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of the next higher-level class of FPO II in that the latter has primary responsibility for the enforcement of applicable laws, codes, regulations, and standards relating to fire prevention and suppression. In addition, the latter assists with creating short and long-range programs.

EXAMPLES OF DUTIES:

The following duties are performed by employees in this classification. However, employees may perform other related duties as required. Each individual in the classification does not necessarily perform all duties listed.

1. Enforce fire prevention laws and ordinances; compile evidence and assist in the prosecution of persons charged with violations.
2. Inspects occupancies requiring operations/storage permits and issues such permits.
3. Inspects, evaluates, and grants fire safety clearances for public assembly and state licensed care facilities.
4. Oversee and assist with public education programs as directed by the Fire Marshal.
5. Submit required documentation to Finance to request invoices be created.
6. May be required to attend meetings to represent the District and/or the Department of Fire Prevention.
7. Perform related duties as necessary.

MINIMUM QUALIFICATIONS:

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the district. A typical way to obtain the knowledge and skills would be:

Education: High School diploma or equivalent

Experience: One year part-time or six months full-time experience enforcing federal, state, or local life safety codes and/or ordinances.

Special Requirements:

- Must possess and maintain throughout employment a valid California Class "C" driver's license with a driving record sufficient to be insurable through the District.
- Completion of Fire Inspector 1A – 1D or equivalent within one (1) year of appointment
- Maintain a valid First Aid / CPR certification

Desirable Qualifications:

- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate fire programs, administrative policies and fire control problems;
- Current research and development in the fields of fire suppression, fire administration, emergency medical services and strategic planning;
- Principles and modern methods of fire administration including organization, negotiation, fiscal management, program planning, implementation and administration;
- Principles, practices and techniques of modern fire suppression, and the ability to apply this knowledge to varied fire control and fire administrative problems;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- Federal and State laws and typical rules and procedures governing the activities of a fire district serving an extensive wildland urban interface community and rural areas.

Ability to:

- Demonstrate a professional image in any condition with regard to the performance of duties.
- Resolve conflicts in an effective manner to ensure compliance with laws, codes, standards, and ordinances.
- Interact with the public in a tactful, constructive, and assertive manner when required.
- Communicate effectively, both written and orally, in a clear, concise and legible manner.
- Issue written notices that clearly indicate required corrective action.
- Basic computer and math skills.
- The employee is required to have the ability to operate district staff vehicles.

Desirable Qualifications:

- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

The employee may have an assigned district vehicle to drive while on duty. It is the responsibility of the employee to maintain the vehicle and to perform daily, weekly, and monthly inspections as necessary.

Conditional Job Offer Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

Signature

Date

District Representative:

Signature

Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and is committed to an active nondiscrimination program. It is the stated policy of NCCFD that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.