



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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POSITION DESCRIPTION

- POSITION:** Fire Prevention Officer II
- 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 a position that requires specific skills in the implementation and enforcement of the Fire District's Fire Prevention Programs including inspections and public education, fire investigation, and law enforcement.

This position may be designated as a Peace officer in accordance with Section 830.37 of the Penal Code of the State of California and the District's Personnel Code for fire investigation purposes. All Peace Officers will be designated as safety employees.

Under the general direction of the Fire Marshal, assists with creating short and long-range programs; perform work relating to fire inspection, prevention, education programs, investigate fire cause, and enforce fire laws.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from that of the next higher-level class of Deputy Fire Marshal in that the latter has primary responsibility for the enforcement of applicable laws, codes, regulations, standards relating to fire prevention and suppression, and fire investigation. It is further distinguished from that of the next lower class Fire Prevention Officer I, in that the latter has the primary responsibility of assisting with short and long-range programs; performs work relating to fire inspections, prevention, and education 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 difficult and complex operations, processes, devices, and equipment such as fire protection systems and hydrant distribution systems requiring the inspection or approval of the Department of Fire Prevention.
3. Inspects occupancies requiring operations/storage permits and issues such permits.
4. Provides technical assistance to fire companies.

5. Inspects evaluates, and grants fire safety clearances for public assembly and state-licensed care facilities.
6. Oversee and assist with public education programs as directed by the Fire Marshal.
7. Prepares invoices for Fire Prevention Services as directed.
8. Reviews plans for compliance with applicable codes.
9. Provides technical assistance to fire companies and FPO I inspectors.
10. May be required to supervise others.
11. May perform fire prevention training for the Fire District.
12. May be required to attend meetings to represent the Fire District and/or the Department of Fire Prevention.
13. Prepare monthly reports for the Fire Marshal. May be required to prepare reports for the Fire Chief, Board of Directors, and staff as directed.
14. 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: Minimum two (2) years of increasingly responsible fire prevention experience.

Special Requirements:

- Must possess and maintain throughout employment a minimum of a California Class “C” driver's license with a driving record sufficient to be insurable through the district.
- CSFM Fire Inspector I certification or equivalent
- Completion of CSFM Fire Inspector 2A – 2D or equivalent within one (1) year of appointment
- Maintain a valid First Aid / CPR certification

Desirable Qualifications:

- CSFM Fire Investigation 1A
- Additional course work in Fire Technology or Fire Science curriculum
- EMT Certification

Knowledge of:

- Applicable Federal, State, and local laws, fire codes, building codes, ordinances, and standards.
- Building construction methods, vegetation fuel management, public education, fire detection and suppression systems, and proper storage and use of hazardous materials.
- Fire suppression theory, practices, and techniques.

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.

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.

Peace Officer status and requirements will be discussed between the employee and supervisor after successful completion of probation.

Conditional Job Offer Candidate:

I have read and 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.