

Job Title:	Fire Prevention Specialist	Department/Group:	Fire Department
Location:	Cameron Park Fire Department	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 3200 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with all Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	

Job Description

GENERAL DESCRIPTION OF POSITION

Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) this position is assigned work in the Fire Prevention Program to conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings, and monitor assigned budget. This position will assist with the administration of the District’s Weed and Rubbish Abatement Program, provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer

SUPERVISION EXERCISED/RECEIVED

Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).

ESSENTIAL JOB DUTIES:

- Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the Fire Prevention Program and Weed and Rubbish Abatement Ordinance.
- Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.
- Maintains a professional work ethic, and confidentiality as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, district staff, fire department personnel, contractors, and the public.
- Performs grant research and implementation.
- Basic understanding of fire prevention codes, laws, policies and procedures.
- Performs routine to fire and life safety inspections on new and existing buildings to include construction inspections, state mandated inspections; performs and assists with the District’s Weed and Rubbish Abatement Ordinance.
- Reviews and approves plans presented by contractors, engineers, architects, and property owners to ensure compliance with the portions of the California Health and Safety Code that apply, the California Code of Regulations Title 14, Title 19, and Title 24 as adopted by the California State Fire Marshal, the District’s Weed and Rubbish Abatement Ordinance, all pertinent local El Dorado County, CA ordinances, and locally amended ordinances pertaining to fire protection systems, civil, plumbing, electrical, mechanical, other pertinent work, and structural work to be performed.
- Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park.
- Performs other related duties as required.

KNOWLEDGE OF:

- Proper grammatical usage, punctuation, and spelling; basic mathematical functions; Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Building and fire codes related to fire prevention inspections.
- Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection program ensuring compliance with State and local laws, codes, and standards.
- Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
- Building codes and fire laws to ensure proper compliance and education to the public.
- Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.

SKILL TO:

- Safely operate/drive different makes and models of District vehicles in a variety of conditions (e.g., inclement weather, rugged terrain) to travel as needed for job assignments.
- Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
- Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
- Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
- Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
- Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public, district, and fire department employees.
- Communicate performance standards and expectations to personnel for successful job performance.
- Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
- Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
- Produce accurate and timely social media content.
- Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

ABILITY TO:

- Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
- Utilize mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
- Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.
- Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
- Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., homeowners, land owners, builders) regarding fire and life safety requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.
- Assert yourself on behalf of the district to ensure enforcement of and compliance with State and local laws, codes, and standards.
- Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
- Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
- Use situational awareness to maintain personal and public safety.

- Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
- Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
- Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
- Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
- Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
- Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
- Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
- Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
- Position can require sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.
- Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate
- Possess and able to maintain a valid California Class C Driver License
- Must have Hazardous Materials First Responder Awareness training within twelve (12) months of date of hire
- Must obtain CSFM Community Risk Educator within twelve (12) months of the date of hire and successful completion of Task Book within twenty-four (24) months of the date of hire
- Must have or obtain a valid CPR certification within 90 days of hire
- Must be able to pass a drug screening and Department of Justice (DOJ) background check

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person
- COMMUNITY RISK EDUCATOR CERTIFICATION
- COMMUNITY RISK SPECIALIST CERTIFICATION
- COMMUNITY RISK OFFICER CERTIFICATION
- CSFM FIRE INSPECTOR I CERTIFICATE
- CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.