



**CITY OF SANTA ROSA**  
invites applications for the position of:  
**Fire Inspector**

An Equal Opportunity Employer

---

**SALARY:** \$46.82 - \$56.90 Hourly  
\$8,115.00 - \$9,862.67 Monthly

**OPENING DATE:** 07/19/21

**CLOSING DATE:** Continuous

**THE POSITION:**

**Make a difference! The City of Santa Rosa is seeking two highly-qualified Fire Inspectors to join our team of professionals.**

**Both positions are available immediately and are two-year limited term positions. Future transfer to ongoing positions as well as term extensions may be possible.**

Applications will be accepted and continually reviewed until a sufficient number is received. The recruitment may close at any time. Please apply ASAP!

Fire Inspectors conduct technical fire inspections and public fire education, and perform investigative work to ensure compliance with laws, ordinances and regulations pertaining to the prevention and control of fires and the safe storage, handling and use of hazardous materials.

The Fire Inspector classification performs the full range of technical inspection, public fire education and investigation work in the Fire Prevention Bureau of the Fire Department. Incumbents in this classification are considered Peace Officers under Penal Code section 830.37(b) when acting in their capacity to enforce laws relating to fire prevention and fire investigation. The Fire Inspector assigned to this position will have responsibilities primarily associated with a vegetation management program, defensible space education, home hardening, and our weed abatement program.

Fire Inspectors work under the direction of the Fire Marshal and the supervision of Assistant Fire Marshals; responsibilities may also include providing functional or technical supervision of sworn and non-sworn personnel in areas related to fire prevention, complex fire inspections, public fire education and fire investigation activities.

**Selection Process**

Applications will be accepted and continually reviewed. Applicants possessing the MOST DESIRABLE qualifications based on a thorough screening of the application materials, including a supplemental questionnaire, will be placed on a candidate list for further consideration. Top candidates from the list will be invited to interviews. The eligible list resulting from this recruitment MAY be used to fill ongoing positions in the near future if needed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**Essential Duties:**

The following duties are considered essential for this job classification:

- Interpret and enforce provisions of fire prevention, hazardous materials and fire safety laws, ordinances and other regulations

- Check plans for code compliance and consult with applicants, architects and developers when required
- Research technical problems, analyze various approaches and recommend solutions
- Prepare and maintain records and reports
- Perform periodic and follow-up inspections of new and existing buildings, structures and installations requiring Fire Department clearances
- Issue permits for public assemblies
- Conduct hazardous materials inspections, issue hazardous materials permits and research technical resources concerning hazardous materials
- Conduct inspections of underground fuel storage tank installations, annual monitoring certification and testing and complaint investigations
- Investigate causes of fire and collect, prepare and present evidence in court when required
- Investigate complaints pertaining to violation of fire prevention laws
- Issue corrective orders and citations, and assist in the service of arrest warrants as necessary
- Coordinate weed abatement and vegetation management programs
- Develop and coordinate fire prevention programs such as: false alarm billing, fire inspection reporting, and hazardous materials management
- Participate in the development and approval of chemically contaminated soils site management plans and supervise contaminated soils remediation activities
- Conduct fire prevention and inspection training sessions for fire department personnel
- Perform follow-up inspections of company inspections when necessary
- Develop and conduct training programs and group presentations relative to fire prevention and fire investigation in conjunction with other fire department personnel
- Represent the Department before citizens and groups
- Provide information to the public concerning fire prevention practices and procedures

### **Additional Duties:**

In addition to the duties listed in the Essential Duties section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned:

- Participate in fire suppression training and fire suppression activities, as required
- Prepare Standard Operating Procedures and checklists
- Assist in the development of staff reports, ordinances and resolutions for City Council action
- Perform related duties as assigned

### **REQUIRED QUALIFICATIONS:**

**Knowledge of:** Principles, practices and techniques of fire prevention; department policies and procedures; federal, state and local fire prevention codes and ordinances; arrest, search and seizure procedures; principles and techniques of building inspection work; practices, procedures and equipment used in fire investigations, including the ability to recognize and collect evidence; procedures and techniques of operation of equipment such as fire extinguishers, sprinkler systems and alarms; procedures and techniques used to control hazardous materials.

**Ability to:** Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices; perform journey-level fire prevention inspection for a variety of buildings, structures, and installations; enforce a variety of codes, ordinances, and regulations pertaining to fire prevention and hazardous materials with firmness and tact; read and interpret building plans; maintain cooperative relations with builders, contractors, businesses and the public; interpret and enforce federal, state and local fire prevention and hazardous materials codes and ordinances; identify fire hazards and recommend corrective actions; identify types and determine causes of fires; recognize, identify, and preserve evidence; effectively interview witnesses and suspects; work effectively without close supervision; comprehend and make inferences from written material; communicate effectively orally and in writing; prepare and maintain a variety of records and reports; participate in structured classroom

lecture as both student and instructor; make effective presentations in front of groups; and develop and conduct fire prevention and fire investigation activities.

**Experience and Education:** Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience** - Sufficient fire prevention experience to demonstrate possession of the knowledge and abilities listed above; **Education** - Equivalent to completion of a certificate program in Fire Technology or Fire Science from an accredited college; and California State Board of Fire Services accredited courses Fire Inspector 1A, 1B, 1C and 1D, and Fire Investigation 1A and 1B. Completion of an Associate Degree, or equivalent in Fire Technology or Fire Science and California State Board of Fire Services accredited courses Fire Training Instructor 1A and 1B, Fire Inspector 2A, 2B, 2C and 2D, and Public Education 1 are highly desirable. Must successfully complete a POST certified PC 832 course and ICC California Underground Storage Tank Inspector certification prior to completion of the probationary period and maintain thereafter throughout employment.

### **LICENSE OR CERTIFICATE**

This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain a valid California Class C motor vehicle operator's license.

Incumbents must obtain an Emergency Medical Technician 1 (EMT-1) certification and Cardio-Pulmonary Resuscitation certification prior to the completion of the probationary period and thereafter maintain throughout employment.

## **ADDITIONAL INFORMATION:**

### **WORKING CONDITIONS**

Incumbents assigned to this classification, when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems, and buildings and underground storage tanks, or data, such as underground tank test results, to comply with safety standards; work in small, cramped areas; use common hand tools; bend or stoop repeatedly or continually over time; use stomach and lower back muscles to support the body; perform physical inventories; discriminate among colors or match colors of wiring systems and color coded valves and piping; move objects, such as portable generators, tools, equipment and evidence, weighing up to 50 pounds over long distances; stand or walk for extended periods of time with the inability to rest at will; and use arms above shoulder level.

When not performing duties in the field, incumbents work in an indoor office setting and are required to enter data into a terminal, PC or keyboard device; produce written documents using proper grammar, punctuation, and spelling; use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance; and sit for extended periods of time with the ability to move at will.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
[Career Page](#)

Job #21/22-06JAR-O  
FIRE INSPECTOR  
JR

CONTACT US:

### **APPLICANT'S RESPONSIBILITIES:**

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

**SPECIAL ACCOMMODATIONS:**

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [Human Resources Page](#) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

---

**Fire Inspector Supplemental Questionnaire**

- \* 1. Please indicate your highest level of education.
  - High School
  - Some College
  - Associate's Degree (list field of study below)
  - Bachelor's Degree or Higher (list field of study below)
- \* 2. If you possess an Associate's or Bachelor's Degree, please list the major area of study for the degree AND, list coursework you have completed which relates to the work performed by a Fire Inspector including: State Fire Marshal Classes/Certifications Investigation Classes/Certifications Hazardous Materials Classes/Certifications Plan Review Classes/Certifications
- \* 3. Do you possess an ICC Certification as a California Underground Storage Tank Inspector?  
 Yes  No
- \* 4. Please indicate if you possess ICC Fire Inspector Certification or equivalent.  
 Yes  No
- \* 5. Please indicate if you possess a current Emergency Medical Technician 1 (EMT-1) Certification.  
 Yes  No
- \* 6. Please indicate the number of years of professional fire prevention experience you possess.
  - Less than 2 years
  - More than 2, less than 4
  - More than 4 years
- \* 7. Briefly describe your experience in the following areas. Include in your response the name(s) of your employer(s), your job title(s), the length of your experience, number of plan reviews/inspections/fire investigations and significant accomplishments in each area.
  - a) New and tenant improvement construction, fire sprinkler systems, fire alarm systems, fixed extinguishing systems, underground fire main systems, California Building Code & Fire Code enforcement as it relates to new construction projects.
  - b) Certified Unified Program Agency (CUPA - Health & Safety Code 6.5, 6.7 and 6.95) including underground fuel storage tanks, hazardous waste generators, hazardous materials storage and use of the California Environmental Reporting System (CERS).
  - c) California Fire Code maintenance enforcement.
  - d) Fire suppression activities.
- \* 8. Please describe your experience related to defensible space, vegetation management and structural home hardening implementation.

\* Required Question