



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

FIRE PREVENTION OFFICER

#21A-12

SALARY:

\$9,853 to \$11,980 monthly

**Closing date 4/30/2021 at 11:59 pm
(Opened 4/2/2021)**

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The City enjoys an average of 255 sunny days a year, which it boasts via the City slogan: "Climate Best by Government Test". We are a

community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

This position is a sworn safety position and contributes to the mission of the Redwood City Fire Department in the prevention and control of fires by performing technical fire inspection of residential, commercial, industrial, and buildings under construction; enforcing compliance with laws, ordinances and regulations pertaining to the prevention and control of fire; conducting fire investigations to establish cause of fires, and may be required to testify in court; and developing and presenting public education programs about fire prevention.

Typical duties include, but are not limited to: Interpret, review and enforce fire safety laws, regulations, codes, statutes, plans, and ordinances; perform fire and life safety inspections of new and existing buildings and installations requiring fire clearances; perform complex fire inspections on construction projects; investigate complaints of fire prevention law/ordinance violations; issue correction orders as needed, including weed abatement and defensible space violations; recommend necessary changes; maintain records of his/her activities; investigate and determine causes of fires; collect, prepare and present evidence in court when required; prepare reports as assigned; develop and conduct fire prevention/fire investigation programs and presentations to various groups; assist Fire Department personnel in code interpretation, training and fire inspections; and perform related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate experience applying State and local municipal fire and building codes to new construction and existing structures through inspections and plan review; will have experience working in a Fire Department and/or Fire Prevention Bureau; will be effective in developing and maintaining good working relationships with residents, contractors, business owners and workers, and all customers; will be detail-oriented, self-initiating and able to manage multiple tasks; will successfully perform work requiring analytical ability, and be able to synthesize and summarize information; will be a team player who enjoys working with a variety of City staff and the public; will demonstrate experience speaking in front of Department staff and to the general public; and will have a desire for continuous learning.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) for sworn officers 3%@55 Classic Employees or 2.7% @ 57 for New Employees
- Opportunity to select from a variety of health plans that are administered by PERS: Maximum City Contribution is \$1,775/month.
- Dental & vision insurance.
- Employee Assistance Program
- Vacation leave: 10-25 days per year.
- Sick leave of 12 days per year.
- Fourteen paid holidays per year.
- Fitness center access at City facilities.
- Commuter program available (6 minute walk from Caltrain)

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education & Training

Equivalent to completion of the twelfth grade, supplemented by college level **fire science** coursework;

Experience

Two years of experience comparable to that of a Fire Prevention Officer including experience checking plans for compliance with applicable codes, inspecting complex construction projects, performing fire and life safety inspections, and experience with applicable computer systems and applications.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Knowledge of:

- Principles and practices of fire inspections in schools, rest homes, multi-family dwellings, churches, hospitals, institutional occupancies including jails, industrial and commercial buildings, sprinkler systems, fire alarms, hazardous materials, high rise buildings, and other fire hazards.
- Principles and practices of, and equipment used in, fire investigations, including the collection and retention of evidence.
- Procedures and use of fire-related equipment such as fire extinguishers, sprinkler systems and alarm systems.

Ability to:

- Analyze building construction and fire protection systems and their proper applications.
- Read and interpret plans and detect any deviations therefrom.
- Conduct fire inspections and issue correction orders or citations correctly using all applicable codes.
- Conduct fire investigations.
- Serve on-call shifts to respond to fire incidents for fire origin and cause and arson investigations.
- Correctly determine cause, collect and properly handle evidence, prepare comprehensive reports following NFPA 921 standards, testify and present said evidence in a court of law.
- Effectively interview witnesses and suspects.
- Identify fire hazards including those in WUI designated areas and recommend corrective action.
- Interpret and enforce all applicable codes, ordinances and laws.
- Develop and/or implement community fire prevention programs.
- Prepare and make effective oral fire information presentations and reports to Fire Department staff and to the general public.
- Establish and maintain cooperative working relationships with the public and co-workers.



SELECTION PROCESS

All applications and supplemental questionnaires will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. Only those who best meet the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview. The specifics of the testing process will be communicated to those qualifying applicants. The results of the testing process will determine the applicants' standing on the eligibility list. The top candidate(s) on the eligibility list will be invited to a Chief's interview. Prior to appointment, candidates will be required to pass an extensive background process that includes a psychiatric evaluation, and a pre-employment physical exam, at no cost to the candidates.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.

**** MANDATORY ** SUPPLEMENTAL QUESTIONNAIRE FIRE PREVENTION OFFICER #21A-12 CITY OF REDWOOD CITY**

Please provide detailed answers to the following questions:

1. How much experience do you have checking residential and commercial plans for fire code and building code NFPA 72, and NFPA 13, 13R, and 13D compliance?
 - a) No experience
 - b) Less than 2 years
 - c) 2—5 years
 - d) More than 5 years

Provide a brief explanation of your experience: _____

2. How much experience do you have in fire code related or health and safety code mandated fire and life safety inspections?
 - a) No experience
 - b) Less than 2 years
 - c) 2—5 years
 - d) More than 5 years

Provide a brief explanation of your experience: _____

3. How many fire cause analysis investigations have you conducted in the last 5 years?
 - a) None
 - b) 1-50 investigations
 - c) 51-100 investigations
 - d) More than 100 investigations

Provide a brief explanation of your experience: _____

4. Does your education and training include any fire science coursework, fire-related certification or specialized training? Please describe.
5. We want to understand your interest in and qualifications for the position of Fire Prevention Officer with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.