



We invite applications for the position of:

## **Fire Prevention Inspector I**

**\$9,456 - \$11,281/monthly salary**

Plus, a comprehensive benefits package

---

### **San Mateo Consolidated Fire Department**

The San Mateo Consolidated Fire Department commenced operations on January 13, 2019 and serves the cities of Belmont, Foster City, and San Mateo as a Joint Powers Authority. The Department collectively has ten engines and two trucks operating out of nine fire stations. There are 154 full-time employees assigned to one of the following divisions: Administration, Community Risk Reduction, and Fire Operations. The Department serves nearly 161,000 residents daily with a day-time population around 230,000. Additionally, the department participates in a mutual aid program throughout the county, helping to secure a million people daily. The Department has a healthy collaborative atmosphere and encourages participation at all levels. The San Mateo Consolidated Fire Department is proud to serve the communities of Belmont, Foster City and San Mateo. For more information visit: [www.smcfire.org](http://www.smcfire.org).

#### **The Position:**

To perform technical inspection and investigative work in enforcing compliance with laws, ordinances and regulations pertaining to the prevention and control of fires; and do related work as required. The Fire Prevention Inspector I/II position is flexibly staffed based on experience.

This is the entry level class in the Fire Prevention Inspection series. This class is distinguished from the Fire Prevention Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including weed abatement and smoke detector inspections, which do not require prior specialized experience. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures and exceptions to rules are explained in detail as they arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

#### **What You'll Do:**

*Depending upon assignment, duties may include, but are not limited to, the following:*

- Interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.
- Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
- Investigate complaints pertaining to violation of fire prevention laws; issue correction orders as necessary.
- Investigate fires; secure fire scenes; identify types of fires; investigate causes of fire; collect, prepare, and present evidence; interview witnesses and suspects; write fire investigations; testify in court when required.
- Provide information to the public concerning the fire prevention practices and procedures; develop and conduct training programs and group presentations relative to fire prevention and fire investigation.
- Instruct fire suppression crews about code interpretation and inspection techniques regarding fire prevention.
- Draw and prepare diagrams of buildings for pre-fire planning and fire inspections.
- Check building plans for code compliance, consult with architects and developers regarding problems and solutions.
- Perform tests on water flow, sprinkler and fire alarms and elevator return systems; certify smoke detectors.
- Prepare records and reports.
- Provide information to the public in forums and meetings.
- Perform related duties and responsibilities as required.

For a complete list of duties, reference our job specifications at [www.smcfire.org](http://www.smcfire.org).

#### **Who You Are:**

- You possess **knowledge** of principles, practices, and techniques of fire prevention and principles and techniques of building inspection work.
- You possess the **ability** to work with minimal supervision within a team environment; work in a participatory management environment; apply technical knowledge and follow proper inspection techniques; detect deviations from plans, regulations and standard safety practices; read and interpret building plans; learn to perform journey-

level fire prevention inspection skills for a variety of buildings, structures, and installations; learn to enforce a variety of codes, ordinances and regulations pertaining to fire prevention with firmness and tact; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work such as builders, contractors, the general public and building inspectors; operate a variety of office equipment including computer terminals and necessary computer programs; perform annual maintenance inspections of commercial occupancies and assist Field companies with more difficult commercial inspections.

## **What You Bring**

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

Experience:

- One year of responsible experience in a variety of building construction or related inspection work that includes working with fire prevention regulations.

Training:

- Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

## **Bonus Points (Highly Desirable):**

- Fire Inspector 1A/B/C/D (CSFM) is desirable
- Fire Investigator 1A/B/C is desirable (CSFM)
- Certification - Section 832 Penal Code - State of California is desirable
- ICC Inspector 1 certification desirable (International Code Council)

## **ADA Special Requirement:**

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, stoop, reach, crawl, climb, travel to different locations, and lift 50 pounds; exposure to noise, outdoors, confining workspace, electrical hazards, chemicals, dust, and hazardous materials.

## **Covid-19 Vaccination Requirement:**

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit the Department worksites, the Department requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merit, per diem, retired annuitant, interns, and re-hires appointed after January 10, 2022. Fully vaccinated means that the person receive, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g., Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g., Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this requirement based on a medical condition or a sincerely held religious belief must notify Jennifer Crims at [jcrims@smcfire.org](mailto:jcrims@smcfire.org) or 650-522-7913 and complete appropriate Accommodation Request prior to the start date of employment. The Department will review exemption requests on a case-by-case basis.

## **What We Offer**

Benefits will be in accordance with the Memorandum of understanding (MOU) agreed upon by Local 2400 and the San Mateo Consolidated Fire Department. Benefits include but are not limited to the following:

- CalPERS retirement: 2.7% at 57 based on three years final compensation. Employee contributes 13% to CalPERS.
- Health benefits: Department contribution of up to \$2,563 per month (increasing to \$2,717 as of 1/1/23) toward family coverage in a CalPERS Health Plan.
- Dental: Department paid coverage for employee and dependents.
- Vision: Department paid coverage for employee and dependents.
- Vacation: 12-26 days of vacation leave accrual each year, depending on length of service
- Sick leave: 96 hours of sick leave accrued each year
- Holidays: 12 official holidays per year
- Retirement Health Savings Account: Department contribution of 2% and employee contribution of 1%
- Life Insurance: Department paid \$200,000 policy and access to voluntary supplemental coverage for employee, spouse, and dependents
- Deferred Compensation: voluntary program offered to employee

## Are You Ready? Apply.

Submit an online application, résumé (**required**), and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to:

San Mateo Consolidated Fire Department, Human Resources Department, 1040 E. Hillsdale Blvd., Foster City CA 94404

### Application Deadline:

Recruitment will close by **Friday, October 28, 2022 @ 5:00 p.m. or** upon receipt of the first 50 applications, résumés, and supplemental questionnaires, **whichever occurs first**.

### Examination Process:

All applications, résumés (**required**) and supplemental questionnaires received will be reviewed for minimum qualifications. A resume does not take the place of a completed application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed.

A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these, to be scheduled within three weeks of the closing of the application process.

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for twelve months with the possibility of an extension for an additional twelve months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the department and scheduled for additional department interviews.

### Date Posted

10/3/22

*Note: The San Mateo Consolidated Fire Department reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.*

### Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference and background check, a Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history review, a psychological evaluation, and a pre-employment medical evaluation. A conviction history will not necessarily disqualify an applicant from appointment.

Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Jennifer Crims, Sr. Human Resources Analyst, at [jcrims@smcfire.org](mailto:jcrims@smcfire.org) or (650) 522-7913. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the San Mateo Consolidated Fire Department that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment. The San Mateo Consolidated Fire Department is an Equal Opportunity Employer (EOE).

## San Mateo Consolidated Fire Department Fire Prevention Inspector I Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. Please describe your experience conducting inspections of businesses, apartment buildings, and occupancies containing hazardous materials.
2. Describe how you would approach an inspection in which you were not completely familiar with the codes involved in the inspection of the occupancy.
3. What would you tell a business owner about why you are doing an inspection of their business?