



City of Milpitas

We invite applications for the position of:

Fire Prevention Inspector

Annual Salary Range: \$ 111,977 - \$135,510
Post Date: March 24, 2016
Close Date: **Friday, April 8, 2016 at 5:00 p.m.**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Fire Prevention Inspector performs technical inspection and investigation work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires. This is a journey level class where incumbents possess the applicable educational and training background, appropriate certificates and license, and practical work experience. This position reports to the Fire Marshal and may exercise technical supervision over less experienced Fire Prevention Inspectors.

What You Will Do

Duties may include, but are not limited to, the following:

- Make on-site fire safety inspections of general buildings, structures and premises to enforce compliance with State and local Fire codes and regulations; inspect and test fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices.
- Conduct specialized and technical fire safety inspections in designated buildings; perform inspections relating to the storage, handling and dispensing of flammable liquids, combustible gases, explosives, and other hazardous materials; may be assigned to perform inspection duties assigned to the Hazardous Materials Inspector.
- Conduct plan reviews and associated on-site inspection for new construction, alteration of buildings, and the installation of fire suppression and detection systems to determine compliance with applicable laws and regulations.
- Prepares violations notices, letters, orders, or enforcement referrals as required.
- Investigates complaints and answers questions regarding hazards in relation to building and fire codes, fire hazards, violations of laws and ordinances, suspicious fires, and all other fires requiring an investigation for



City of Milpitas

We invite applications for the position of:

Fire Prevention Inspector

cause and origin; perform duties relating to any corrective or punitive action necessary to prevent the reoccurrence of fire related crimes or code violations.

- Responds to emergency situations when requested, including off-duty and on weekends, for incident investigation. May appear in court to provide expert testimony. May be required to wear a respirator, breathing apparatus and protective clothing and equipment.
- Prepares professional oral and written inspection reports, business correspondence, memoranda, reports, and other documentation.
- May be assigned to manage referrals and coordinate the juvenile fire setter counseling program and/or the department's shift investigator program.
- Coordinates permit procedures; approve or disapprove permit applications; inspect and process permits referred by other government agencies.
- Oversee record keeping and filing; process and prepare files for computer entry as required.
- Review plans of fire protection and control devices such as fire alarms and sprinkler systems; confer and consult with architects, engineers, and other contractors as necessary; coordinate with other City departments in reviewing plans and specifications of proposed buildings; provide recommendation on building modifications for adherence to fire safety laws and codes.

Experience and Education

One of the following combinations of education and experience:

Bachelor's Degree in fire sciences or a closely related field. AND minimum of three (3) years of full time, paid fire prevention experience with a fire department or fire district. OR

Associates Degree in fire sciences or a closely related field. AND minimum of five (5) years of full time, paid fire-suppression experience with a fire department or fire district. OR

A minimum of 30 units of college level courses in fire sciences or a closely related field. AND minimum of seven (7) years of full time, paid fire-suppression experience with the City of Milpitas, Fire Department.

License and Other Requirements

Possess and maintain throughout employment an appropriate, valid California Driver's License.

Within one (1) year of appointment, employee must have Certificates of Completion for:

- P.C. 832
- State Fire Marshal's Office Fire Investigation 1A
- State Fire Marshal's Office Fire Investigation 1B
- State Fire Marshal's Office Fire Instructor 1A
- State Fire Marshal's Office Fire Instructor 1B

Time-period may be extended for State Fire Marshal Office courses that are not available in the one-year timeframe.

Special Requirements

Essential duties require the following physical abilities and work environment:



City of Milpitas

We invite applications for the position of:

Fire Prevention Inspector

Ability to work in a standard office environment; repetitive keyboarding; ability to work nights and weekends; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of the telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a hazardous zone; exposure to hazardous chemicals and products.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Firefighters Dental Fund: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days per year (up to 31 days after 19 years of service)
- Sick: 12 days per year
- Holidays: 13 days per year
- Long and Short term disability
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program



City of Milpitas

We invite applications for the position of:

Fire Prevention Inspector

- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).

Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 3% @ 55 CalPERS retirement benefit formula.

New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2.7% @ 57 CalPERS benefit formula.



City of Milpitas

We invite applications for the position of:

Fire Prevention Inspector

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.